



Take notice that the City of Ashland Common Council will meet at 6:00 PM in the City Hall Council Chambers, 601 Main Street W. Ashland, WI to consider and act upon the following agenda.

To attend the meeting from your computer, tablet or smartphone:
<https://global.gotomeeting.com/join/500263957> Access Code: 500-263-957
Or dial in using your phone. United States (Toll Free): 1-877-309-2073
Please contact the Clerk's office if you require accommodations to attend the meeting.

Tuesday, July 28, 2026 Ashland City Council Meeting Agenda

1. CALL TO ORDER

A. Roll Call, Moment of Silence and Pledge of Allegiance

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

A. July 14, 2026 City Council and Committee of the Whole Meeting Minutes

4. CITIZEN PARTICIPATION PERIOD

5. MAYOR'S REPORT

A. Announcements

B. Appointments

6. ADMINISTRATOR'S REPORT

7. CONSENT AGENDA

A. Permitting and Property Maintenance Reports for June 2026 (Planning and Development)

B. Miscellaneous Minutes

8. OLD BUSINESS

A. Ordinance to Create Chapter 850 (2026-2045) Registration and Maintenance of Vacant Properties, Ashland City Ordinances (*Planning & Development*) Roll

9. NEW BUSINESS

- A. **Ordinance to Amend Chapter 165 (1952) Comprehensive Fee Schedule, Ashland City Ordinances** *(Clerk)* Roll
- B. **Ordinance to Amend Chapter 781 (1764) City of Ashland "Unified Development Ordinance (UDO)", Ashland City Ordinances, to Define and Permit "Local Farm Products - Sales" as a Permitted Home Occupation** *(Planning & Development)* Roll.
- C. **Appointment of Agent for Alcohol Beverage License and Cigarette, Tobacco, and Electronic Vaping Device Retail License for Krist Oil Company dba Krist Food Mart #65 at 521 Lake Shore Drive East, Ashland; Agent Kristie Starr-Hoffman** *(Clerk)* Voice

10. ADJOURNMENT

The City of Ashland does not discriminate on the basis of sex, race, creed, color, national origin, sexual orientation, age or disability in employment or provision of services, programs or activities.

Upon reasonable notice, the City of Ashland will accommodate the needs of disabled individuals or individuals with limited English proficiency. For additional information or to request this service, contact the City Clerk's Office at 715-682-7071 (not a TDD telephone number).

ASHLAND CITY COUNCIL MEETING MINUTES

1. CALL TO ORDER

The Tuesday, July 14, 2026 Ashland City Council meeting was called to order by Mayor Matt MacKenzie at 6:00 p.m.

A. **Roll Call, Moment of Silence and Pledge of Allegiance**

PRESENT: Kevin Seefeldt, Shawn Brede, Peter Levi, Paul Vig, Charlie Ortman, Nancy Sztynдор

ABSENT: Andrew Goyke (Excused)

ALSO PRESENT: Mayor Matthew MacKenzie, City Administrator Brant Kucera, City Clerk Denise Oliphant, City Attorney Tyler Wickman, Director of Public Works John Butler, Director of Planning and Zoning Steven Wiley, Officer Jeremy Pagac, Deputy Clerk Chianne Schweitzer and other interested citizens.

The Mayor noted a quorum of the Common Council was present.

2. APPROVAL OF AGENDA

A motion by Sztynдор, seconded by Seefeldt to approve, passed 6-0 by voice vote.

3. APPROVAL OF MINUTES

A. **June 30, 2026 City Council and Committee of the Whole Meeting Minutes**

A motion by Ortman, seconded by Sztynдор to approve, passed 6-0 by voice vote.

4. CITIZEN PARTICIPATION PERIOD

There were no Citizens who requested to address the Council.

5. MAYOR'S REPORT

A. **Announcements**

The Mayor mentioned the City celebrated the 4th of July with fireworks, the fire run, the farmer's market, and the parade downtown. The Ashland Chamber of Commerce will be hosting Bay Days this weekend beginning Friday, July 17. There is a Concert in the Park on July 23. There is a blood drive scheduled for July 23 at the Ashland High School from 10am-4pm. UW-Extension has a couple of upcoming meetings on the topic of data centers scheduled for July 27 from 6-8pm and July 28 from 1:30-3:30pm at the Northern Great Lakes Visitor Center. The Dock of the Bay Fest is coming up on August 1st. August 11th will be the August Partisan Primary Election and absentee ballots are still being issued with in-person absentee voting scheduled to begin at City Hall on July 28. There have been signed letters sent out regarding lemonade stands throughout the City and the requirement of those lemonade stands to take place on private property rather than public property.

B. **Appointments**

A motion by Ortman, seconded by Seefeldt to approve the Mayor's appointment of Jackie Rupnik to the Beautification Council, passed 6-0 by voice vote. Rupnik's appointment will expire in July 2029.

6. ADMINISTRATOR'S REPORT

The City Administrator provided an update on the recruitment of the Public Works Director position. Councilor Levi asked about an interim plan while the position is being recruited. The plan is for the City Administrator to meet with division heads regularly to ensure that Public Works projects continue to run smoothly. The downtown flowers and trees look great, and the City Administrator appreciates the staff that have contributed to taking care of them. There appears to be more activity downtown this year, loosely compared to last summer.

7. CONSENT AGENDA

A. **Miscellaneous Minutes**

A motion to approve the miscellaneous minutes on the consent agenda by Ortman, seconded by Szyndor to approve, passed 6-0 by voice vote.

8. OLD BUSINESS

A. **Resolution Authorizing the Issuance and Sale of up to \$177,190 Sewerage System Revenue Bonds, Series 2026, and Providing for Other Details and Covenants with Respect Thereto, and Approval of Related Financial Assistance to Benefit Turner Road Lift Station Upgrades (Public Works) Roll**

A motion by Ortman, seconded by Seefeldt to approve, passed 6-0 by roll call vote.
File #17885

B. **Resolution Authorizing the Issuance and Sale of up to \$371,886 Water System Revenue Bonds, Series 2026, and Providing for Other Details and Covenants with Respect to, and Approval of Related Financial Assistance Agreement to Benefit the Chapple Avenue and Prentice Avenue Reconstruction-Watermain Projects (Public Works) Roll**

A motion by Ortman, seconded by Sztynodor to approve, passed 6-0 by roll call vote.
File #17886

- C. **Authorization to Perform Professional Engineering Services between Cedar Corporation and the City of Ashland for Curb Ramp Design for the 2027 3rd Street West Mill & Overlay Project** *(Public Works)* Roll

A motion by Ortman, seconded by Seefeldt to approve the contract for \$52,225, passed 6-0 by roll call vote.

- D. **Authorization to Perform Professional Engineering Services between Cedar Corporation and the City of Ashland for Curb Ramp Desing for the 2027 Beaser Avenue Mill & Overlay Project** *(Public Works)* Roll

A motion by Ortman, seconded by Brede to approve the contract for \$36,100, passed 6-0 by roll call vote.

- E. **Ordinance Creating Chapter 508 (2026-2044) Operation of Golf Carts** *(Police Department)* Roll

A motion by Ortman, seconded by Sztynodor to approve the amended ordinance, passed 6-0 by roll call vote.

File #2026-2044

- F. **Ordinance to Amend Chapter 889 (2022-1963) Mobile Food Establishments, Concessions And Food Vendors to Align with Wisconsin State Statutes** *(Clerk)* Roll

A motion by Ortman, seconded by Sztynodor to approve the amended ordinance, passed 6-0 by roll call vote.

File #2026-2043

9. NEW BUSINESS

- A. **Alcohol Beverage license Application for Class B Fermented Malt Beverages and Class C Wine for The Boathouse Cafe LLC dba The Boathouse Cafe at 620 Lake Shore Drive East, Agent Tony Eng** *(Clerk)* Voice

A motion by Seefeldt, seconded by Ortman to approve the license application, passed 6-0 by voice vote.

10. ADJOURNMENT

A motion by Ortman and seconded by Levi to adjourn was passed 6-0 by voice vote.

Respectfully Submitted,

Chianne Schweitzer,
Deputy Clerk

COMMITTEE OF THE WHOLE MEETING MINUTES

1. Roll Call

The Tuesday, July 14, 2026 City of Ashland Committee of the Whole Meeting was called to order by Council President Charlie Ortman at 6:27 pm.

PRESENT: Kevin Seefeldt, Shawn Brede, Peter Levi, Paul Vig, Charlie Ortman, Nancy Sztynдор

ABSENT: Andrew Goyke (Excused)

ALSO PRESENT: Mayor Matthew MacKenzie, City Administrator Brant Kucera, City Clerk Denise Oliphant, Director of Planning and Zoning Steven Wiley, Deputy Clerk Chianne Schweitzer and other interested citizens.

2. Approval of Agenda

A motion by Seefeldt, seconded by Sztynдор to approve the agenda as presented, carried 6-0 by voice vote.

3. Council President's Report

Council President Ortman offered no report.

4. Items for Discussion and Possible Action

A. Revised Draft Vacant Property Ordinance and Associated Revision to the City's Comprehensive Fee Schedule (*Planning & Development*)

After much discussion about potential amendments and revisions, Seefeldt motioned, seconded by Sztynдор to forward the item to Council for formal approval, passed 6-0 by voice vote.

5. Adjournment

A motion by Sztynдор and seconded by Brede to adjourn was passed 6-0 by voice vote.

Respectfully Submitted,

Chianne Schweitzer,
Deputy Clerk

COMMITTEE OF THE WHOLE
Tuesday, July 14, 2026
Ashland City Hall Council Chambers



Ref: 2025-148

COUNCIL AGENDA: 5.B.
(7/28/2026)

SUBJECT: Appointments

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Mayor

CLEARANCES: Beautification Council President
Municipal Library Board

EXHIBITS:

1. J Goglin Volunteer Form - redacted
2. P Anich - Volunteer form - redacted

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 51: Section 51.26 (b) of Chapter 51, Ashland City Ordinances, permits the Mayor and/or Clerk to schedule items directly for Council action. The Mayor and/or City Clerk has chosen to direct this item directly to Council pursuant to the authority granted to them in Chapter 51, Ashland City Ordinances.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

The Mayor is seeking approval of the following appointment(s):

Beautification Council

Joyce Goglin, term to expire February 2027

Municipal Library Board

Paula Anich, replacing resigning member, term to expire October 2028

Denise Oliphant

From: noreply@civicplus.com
Sent: Thursday, July 9, 2026 5:17 PM
To: City Clerk
Subject: Online Form Submission #1282 for Offer to Volunteer - Committee

Offer to Volunteer - Committee

OFFER TO VOLUNTEER - COMMITTEE

I would like to be considered a nominee for the following Committee(s):	Ashland Beautification Council
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Brief statement of education, work experience, or training	I'm originally from Iowa where my parents and grandparents counted on gardens for food and medicine. Most of my life I've made huge vegetable gardens and stored food for the winter. But living in the beautiful Northwoods, food is abundant. My interest shifted to flowers. I started a flowerbed in an area that was once a driveway, digging rock and sand. Next I made composted soil and brought in good dirt. Investigating native plants has been an ongoing process but I've made some good choices and am quite pleased with my work. I use hens and chicks for erosion control and they have made an impressive display. I take care of one garden on Ellis Ave. and I am a member of Saron, where I also do a great deal of garden maintenance.
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Biography	My career as a nurse midwife brought me to Ashland 26 years ago and beautiful Ashland is our forever home. In my free time I teach yoga, sing in a choir and spend time with my grandchildren in Iron River.
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References	Jackie Rupnik - [REDACTED] Jean Mazzella - [REDACTED]
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Name	Joyce Goglin
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Email Address	[REDACTED]
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Address	810 Ellis Avenue
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City	Ashland
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State	WI
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Zip Code	54806
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Phone Number

[REDACTED]

Cell/Work Number

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Email not displaying correctly? [View it in your browser.](#)



Denise Oliphant

From: noreply@civicplus.com
Sent: Thursday, July 23, 2026 10:29 AM
To: City Clerk
Subject: Online Form Submission #1293 for Offer to Volunteer - Committee

Offer to Volunteer - Committee

OFFER TO VOLUNTEER - COMMITTEE

I would like to be considered a nominee for the following Committee(s):

Library Board

Brief statement of education, work experience, or training

I have lived in Ashland for 17 years. I was a professor at Northland College from 2009 until its closing. I now work at Northwood Technical College's Ashland campus in the Learning Technology Center (essentially the campus library) assisting students, staff, and community members with various learning technology resources. I have worked extensively with adult learners and library users.

Biography

I grew up on the east coast, an avid reader and outdoor lover. I have two degrees in biology and I moved to Ashland to teach biology and natural resources classes at Northland College. I now work at Northwood Tech. I love living in a small town and I love spending time outdoors around the lake. I have 3 kids who use the library and have participated in library programs over the years. I also have volunteered in Ashland as a youth soccer coach and at the BRICK ministry.

References

Megan Robertson [REDACTED]
Wendy Gorman [REDACTED]

Name

Paula Anich

Email Address

[REDACTED]

Address

1322 9th Ave West

City

Ashland

State

Wisconsin

Zip Code

54806

Phone Number

[REDACTED]

Cell/Work Number

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Permit Detail Report

06/01/2026 - 06/30/2026

Permit #	Permit Date	Building Type	Applicant Name	Applicant Address	City, State, Zip	Description	Square Feet	Project Cost	Issued Date	Type of Work	Work Location	Total Fees	Parcel #	Parcel Address
20260215	6/30/2026	Residential - Roofing (Material cost over 1,000)	Zachary Leischke	49717 State Hwy 112	Ashland, WI, 54806	Remove & replace asphalt shingles. This permit is for building address 1612 6th St E.	1,800	18,050	7/2/2026	Primary Structure	1612 6th St East	\$30.00	201036920000	1610 6TH ST E
20260214	6/30/2026	Residential - Roofing (Material cost over 1,000)	Zachary Leischke	49717 State Hwy 112	Ashland, WI 54806	Remove & replace asphalt shingles. This permit is for building address 1610 6th St E.	1,800	18,050	7/2/2026	Primary Structure	1610 6th St East	\$30.00	201036920000	1610 6TH ST E
20260213	6/30/2026	Residential - Roofing (Material cost over 1,000)	Zachary Leischke	49717 State Hwy 112	Ashland, WI, 54806	Remove & replace asphalt shingles. This permit is for building address 610 and 610 1/2 3rd St E.	3,100	29,804	7/2/2026	Primary Structure	610 & 610 1/2 3rd St East	\$30.00	201007660000	319 CHAPPLE AVE
20260212	6/30/2026	Residential - Roofing (Material cost over 1,000)	Zachary Leischke	49717 State Hwy 112	Ashland, WI, 54806	Removal & install asphalt shingles. This permit is for building address 314 and 314 1/2 Willis Ave	3,100	29,804	7/2/2026	Primary Structure	314 & 314 1/2 Willis Ave.	\$30.00	201017510000	300 WILLIS AVE
20260211	6/30/2026	Residential - Siding (material cost over 1,000)	Zachary Leischke	49717 State Hwy 112	Ashland, WI, 54806	Remove and replace asphalt shingles. This permit is for building address 300 and 308 Willis Ave.	3,100	29,804	7/2/2026	Primary Structure	300/308 Willis Ave	\$30.00	201017510000	300 WILLIS AVE

20260210	6/30/2026	Residential - Roofing (Material cost over 1,000)	Zachary Leischke	49717 State Hwy 112, Ashland, WI, 54806	Ashland, WI, 54806	Tear off & replace asphalt shingles.	1,800	18,843	7/1/2026	Primary Structure	418 9th St. W.	\$30.00	201026170000	418 9TH ST W
20260209	6/30/2026	Residential - Roofing (Material cost over 1,000)	Zach Leischke	49717 State Hwy 112	Ashland, WI. 54806	Tear off existing asphalt shingles, install new asphalt shingles.	1,800	19,342	6/30/2026	Primary Structure	521 17th Ave West	\$30.00	201004450000	521 17TH AVE W
20260208	6/30/2026	Residential - Deck	Alex Strauch	27100 Brown Road	Mason	New deck in same location and shape. New footings to be installed. This permit is contingent upon: 1. All new patio deck construction work must be in compliance with the State of Wisconsin's Uniform Dwelling Code (UDC). 2. Provide our office with a detailed construction work schedule.	620	60,000	7/10/2026	Primary Structure	1101 Maple Ridge	\$50.00	201049151300	1101 MAPLE RIDGE
20260207	6/30/2026	Residential - Roofing (Material cost over 1,000)	Greta Blancarte	1012 Sanborn Ave	Ashland, WI 54806	Replace existing asphalt shingles with new.	500	5,000	6/30/2026	Primary Structure	506 Willis Ave	\$30.00	201020240000	506 WILLIS AVE
20260206	6/29/2026	Residential - Roofing (Material cost over 1,000)	Wendy Beirl	902 3rd Ave E	Ashland, WI 54806	Tear off asphalt shingles and replace with asphalt shingles.	1,500	5,000	6/30/2026	Primary Structure	902 3rd Ave E	\$30.00	201026670000	902 3RD AVE E

20260205	6/26/2026	Residential - Deck	Rudy Marincel	1215 11th Ave W	Ashland, WI 54806	8 x 10 deck replacement in front yard.	0	0	6/26/2026	Primary Structure	1215 11th Ave W		201031370000	1215 11TH AVE W
20260204	6/25/2026	Residential - Remodel/Repair/Additions (over 5,000)	Ellie Priester (Wintergreen Remodeling)	76175 Paulson Road	Washburn, WI 54891	Residential remodel including bathroom remodel, replacement of window in same bathroom, new trim, some electrical work, changing a vaulted ceiling to an 8 ft insulated ceiling. Adding 2 inches of foam to exterior. Contractor: Wintergreen Remodeling. Electrician: Mark Illick - Illick Electric 1411306. Start dependent on	0	10,000	6/26/2026	Primary Structure	1003 2nd Ave W	\$50.00	201027760000	1003 2ND AVE W

20260203	6/24/2026	Residential - Deck	Janell Weis	2707 Golf Course Rd	Ashland, WI 54806	New metal roof over existing asphalt shingles. Replacing existing vinyl siding with new vinyl. 10x16 new deck on south side of house to replace existing. Deck to be outside of 40-foot required front yard setback. Applicant to submit estimate of project cost.	0	0	6/25/2026	Primary Structure	2707 Golf Course Rd	\$50.00	201048010000	2707 GOLF COURSE RD
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20260202	6/24/2026	Zoning Approval - Development Permit	Amanda Emigh	361 Randy Rd, Suite 101	Carol Stream, IL 60188	Installing new 2" underground PVC conduit from the MMP near the ROW to the existing T-Mobile equipment for a new fiber line. This permit has the following contingencies: 1) The owner/contractor must provide our office with a construction work schedule. 2) All erosion controls are to be properly followed throughout this project work	700	15,000	7/7/2026	Telecommunications	2313 County HWY A	\$100.00	201051330000	2313 COUNTY HWY A
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20260201	6/23/2026	Commercial - Miscellaneous Repair of a Commercial Structure	Lindsey Petras	1119 13th St W	54806	Will be removing ramp in front of house and replace with cement, in rear of home removing old cement and replace with new cement and add cement patio and water drains to remove standing water on walkway. Updating stairs and deck to enter rear of home and new cement patio.	250	9,000	6/29/2026	Primary Structure	Exterior	\$50.00	201031420000	1119 13TH ST W
20260200	6/23/2026	Residential - Remodel/Repair/Additions (over 5,000)	Morgan Lengsfeld	367 Garfield Ave Suite 5	Duluth, MN 55802	Window Replacement: 5 Double Hung, 5 Lead Abatement.	1	6,984	7/1/2026	Primary Structure	1206 Sanborn Ave	\$50.00	201049060000	1206 SANBORN AVE
20260199	6/23/2026	Residential - Remodel/Repair/Additions (over 5,000)	Morgan Lengsfeld	367 Garfield Ave Suite 5, Duluth, MN 55802	Duluth, MN 55802	Window Replacement: 2-Double Hung, 2-2 Light Sliders, 4- Lead Abate.	1	5,940	7/1/2026	Primary Structure	822 3rd Ave W	\$50.00	201025280000	822 3RD AVE W
20260198	6/22/2026	Zoning Approval - Development	Lumi Norr Properties, LLC	908 9th Ave W	Ashland, WI 54806	Short-Term Rental License	0	0	6/26/2026	Primary Structure	417 Main St W	\$40.00	201042440000	417 MAIN ST W
20260197	6/22/2026	Zoning Approval - Development	Flatwater LLC	113 1/2 Main St W	Ashland, WI 54806	Short Term Rental License	0	0	7/1/2026	Primary Structure	112 Main St W	\$40.00	201016370000	112 MAIN ST W

20260196	6/22/2026	Residential - Remodel/Repair/Additions (over 5,000)	Kathleen Draughon	714 9th Ave W	Ashland, WI 54806	Replace existing exterior exit stairs to comply with code. Replace three (3) Windows. Two other open permits for property to be inspected and closed out as part of this project.	0	6,800	6/22/2026	Primary Structure	714 9th Ave W	\$50.00	201044140000	714 9TH AVE W
20260195	6/21/2026	Commercial - Miscellaneous Repair of a	Larry Cicero	65736 Lake park rd	Ashland Wi 54806	Remove and replace siding.	2,000	4,000		Primary Structure	Siding	\$75.00	201006970000	301 MACARTHUR AVE
20260194	6/19/2026	Zoning Approval - Signage	Ashland MHCs, LLC	757 S. Main St 10	Fond du Lac, WI 54935	Permanent low profile pole sign at property entrance. This permit is contingent upon the criteria established for the placement of the sign outside of the required vision triangle.	0	0	6/23/2026	Other	145 CEDAR ST	\$50.00	201034240000	KENWOOD TERRACE COMMUNITY 18th Ave E and Main St E

20260193	6/19/2026	Zoning Approval - Signage	Ashland MHCs, LLC	757 S. Main St 10	Fond du Lac, WI 54935	Permanent low profile pole sign at property entrance. This permit is contingent upon the criteria established for the placement of the sign outside of the required vision triangle.	0	0	6/23/2026	Other	1600 8th St W	\$50.00	201047320000	WHISPERING PINES COMMUNITY 1600 8TH ST W
20260192	6/19/2026	Residential - Detached	Randy DeMars	1109 10th Ave W	ashland	replace existing shed	100	4,300			1109 10th Ave West			
20260191	6/18/2026	Residential - Roofing (Material cost over 1,000)	Max Brinker	371 E 2nd st	Glidden WI 54527	Tear off old roof. Install Malarky Highlander shingles and 2 sun tunnels.	2,600	22,000	6/18/2026	Primary Structure	1420 Beaser ave	\$30.00	201031930000	1420 BEASER AVE
20260190	6/17/2026	Residential - Remodel/Repair/Additions (over 5,000)	Glynn Norgan	105 Buttonball Lane,	Glastonbury	Remove & replace eight (8) windows like for like.	1	11,475	7/2/2026	Primary Structure	1304 9th Ave W	\$57.38	201038890000	1304 9TH AVE W
20260189	6/17/2026	Residential - Siding (material cost over 1,000)	James Martinsen	3500 CITY HEIGHTS RD	Ashland	Remove existing vinyl siding and replace with LP smart siding - detached garage	1,000	2,000	6/18/2026	Accessory Structure	3500 City Heights Rd	\$30.00	201048520100	3500 CITY HEIGHTS RD
20260188	6/17/2026	Residential - Roofing (Material cost over 1,000)	James Martinsen	3500 CITY HEIGHTS RD	Ashland	Tear off and replace the shingles on detached garage roof. Asphalt	1,000	2,000	6/18/2026	Accessory Structure	3500 City Heights Rd	\$30.00	201048520100	3500 CITY HEIGHTS RD

20260187	6/17/2026	Residential - Roofing (Material cost over 1,000)	Gregory Cloud	600 6th St E	Ashland, WI 54806	Removing existing asphalt shingles and replacing with asphalt. House and attached garage. Contractor, J&N Summit Solutions, LLC.	0	24,000	6/17/2026	Primary Structure	600 6th St E	\$30.00	201021380000	600 6TH ST E
20260186	6/16/2026	Residential - Deck	Ken L. Turner, Jr.	2816 Main St. E.	Ashland, WI 54608	Addition to existing porch at front of house to fill in corner area. 4'-8 deep x 12'-0 long to extend north to be flush with existing. This does not include a roof expansion. Deck Construction to comply with State Building Code standards.	57	1,500	6/18/2026	Primary Structure	2816 Main St. E.	\$50.00	201034740000	2816 MAIN ST E
20260185	6/16/2026	Residential - Remodel/Repair/Additions (over 5,000)	Renewal by Andersen	1626 Elmira Ave	Superior	remove and replace 2 existing windows, insulate around frame, trim interior and exterior	1,500	4,500			819 Prentice Ave		201024910000	819 PRENTICE AVE

20260184	6/12/2026	Residential - Roofing (Material cost over 1,000)	Henry Quinlan	1522 9th Ave W	ASHLAND, WI 54806	Remove asphalt shingles from house roof and detached garage and install metal roofing on both.	2,700	50,000	6/12/2026	Primary Structure	1522 9th Ave W	\$30.00	201032600000	1522 9TH AVE W
20260183	6/12/2026	Residential - Remodel/Repair/Additions (over 5,000)	Morgan Lengsfeld	367 Garfield Ave, Suite 5	Duluth, MN 55802	Window Replacement: 13 LEAD ABATE, 12 DH, 1 PIC ,1 FULL FRAME.	1	26,240	6/24/2026	Primary Structure	3801 Lake Park Rd	\$131.20	201050280000	3801 LAKE PARK RD
20260182	6/12/2026	Commercial - Miscellaneous Repair of a Commercial Structure	Alex Vickroy	P.O. Box 824	Ashland, WI 54806	Brick replacement on top East side of building.	10	6,000	6/29/2026	Primary Structure	622 Main St E	\$25.00	201015850000	622 MAIN ST E
20260181	6/12/2026	Residential - Remodel/Repair/Additions (over 5,000)	Judith Thompson	1105 5th Ave E	ASHLAND, WI 54806	Deck renovation: Existing post to be cut down and re-installed to restore to level decking. New code compliant guard rail and handrail on steps. Steps to be renovated as required. This permit is contingent upon: 1) The deck must be reattached to the existing posts (foundation system) with a Simpson connector or an approved equal. This must be added	0	2,000	6/25/2026	Primary Structure	1105 5th Ave E	\$50.00	201028700000	1105 5TH AVE E

20260180	6/12/2026	Residential - Detached Accessory Building	Terry Pratt	615 18th Ave W	ASHLAND, WI 54806	New 10 x 16 accessory structure to replace existing in rear yard. Structure must be 3-feet from the side yard property line and a minimum of 6-feet from the primary structure. LP smart siding.	0	3,800	6/12/2026	Accessory Structure	615 18th Ave W	\$50.00	201004780000	615 18TH AVE W
20260179	6/11/2026	Commercial - New Parking Lot	Angelo Luppino, Inc. (Kiera)	PO Box 100	Iron Belt, WI 54536	Grade and pave driveway access to adjacent Dairy Queen parking lot to the west. Hot mix asphalt 2-1/2" compacted. This permit is contingent upon the contractor notifying our office with dimensions and total area of pavement on the lot. The max area of impervious surface allowed is 70% or 2,450 Sq. Ft. Additional area for potential patio is to be	0	21,000	6/12/2026	Driveway	501 Lakeshore Dr E		201012490000	507 LAKE SHORE DR E

20260178	6/9/2026	Residential - Remodel/Repair/Additions (over 5,000)	Jordan Vittone	810 Prentice Ave	Ashland, WI, 54806	Addressing a concern about possible leakage after heavy rains at southwest corner of house. Brought to my attention from previous owner's disclosure in 2024. Digging down next to foundation, applying tar to foundation, applying poly to foundation, backfill and taper away from house.	160	300	6/15/2026	Primary Structure	810 Prentice Ave	\$50.00	201024760000	810 PRENTICE AVE
20260177	6/9/2026	Commercial - Construction of a new Commercial	Haley Makela	601 Main Street W	Ashland, WI 54891	Installation of pre-fab public bathroom unit.	199	425,000		Accessory Structure	501 3rd St W		201042990000	501 3RD ST W
20260176	6/8/2026	Residential - Remodel/Repair/Additions (over 5,000)	Jeremy Schutte	63892 Hegstrom Rd	Ashland	Replace center steps and supports at existing second level deck stair to grade. This permit is contingent upon: adding a graspable handrail to one side of the repaired	50	475	6/16/2026	Primary Structure	606 St Clair St	\$50.00	201012450000	606 ST CLAIRE ST

20260175	6/8/2026	Residential - Fence	Joshua Emery	822 15th Ave W	Ashland, WI 54806	New green-treated wood fence, full screened 6-foot high fence in front/side yard. to be verified. Fence was installed without permit.	0	1,500		Other	822 15th Ave W	\$50.00	201006090000	822 15TH AVE W
20260174	6/5/2026	Commercial - Fence	Genesis 1990, Inc.	1416 3rd St W	Ashland, wi 54806	Chain link fence (up to 6-ft high max.) around an 8-foot x 16-foot garden bed. Structural posts to be located on the interior side of the panels, if applicable.	48	185	6/12/2026	Other	1416 3rd St W	\$50.00	201002751000	1416 3RD ST W

20260173	6/5/2026	Residential - Fence	Ashly Kron	807 5th Ave E	Ashland, WI 54806	installing approximately 275 linear feet of solid 6-foot tall wood fencing in the side and rear yards per site plan provided. Fencing to be wood and/or black-coated chain link fencing. Supports of fencing must face inwards and chain link fencing is not permitted in the front yard.	0	6,500	6/5/2026	Other	807 5th Ave E	\$100.00	201024830000	807 5TH AVE E
20260172	6/5/2026	Residential - Deck	James Martinsen	3500 CITY HEIGHTS RD	Ashland	The existing deck is being replaced with new footings, stringers, decking, and railings. This permit is contingent upon compliance with the state residential building code.	400	5,000	6/17/2026	Primary Structure	3500 CITY HEIGHTS RD	\$50.00	201048520100	3500 CITY HEIGHTS RD

20260171	6/5/2026	Commercial - Miscellaneous Repair of a Commercial Structure	Timothy Seidel	530 Cymric Ct.	Wales, WI 53183	New ramp and platform for accessibility, replacement of existing plumbing fixtures, new mop sink in new storage room, new water fountain, new roof shingles, new interior and exterior lighting.	5,570	175,000	6/10/2026	Primary Structure	700 Sanborn Ave		201047280000	700 SANBORN AVE
20260170	6/5/2026	Residential - Detached Accessory Building	Jacob Anderson	621 Lake Shore Dr E	Ashland, WI 54806	A new 10 x 12 greenhouse structure in side yard. This permit is contingent upon: 1) The sunroom must be a minimum of 6-feet from any part of the house and a minimum of 3-feet away from the side yard property line.	120	5,500	6/17/2026	Accessory Structure	621 Lake Shore Dr E	\$50.00	201-01237-0000	621 LAKE SHORE DR E
20260169	6/4/2026	Residential - Roofing (Material cost over 1,000)	Monarch Home Improvement LLC dba Dabella	5075 Miller Trunk Hwy	Hermantown, MN 55811	Tear off and install 15.32sq of GAF asphalt roof.	1,532	9,294	6/11/2026	Primary Structure	1116 Lake Shore Dr E	\$30.00	201011920000	1116 LAKE SHORE DR E

20260168	6/4/2026	Residential - Fence	Laura Erbrecht	800 15th Ave W	Ashland, WI 54806	Constructing approximately 120 linear feet of 6-foot tall wood fencing in the rear yard per site plan provided. Also installing a sidewalk from the front door out to the road. Extending the side deck to the rear of the house (dimensions will be 9' x 4.5'). Deck to not be extended closer to the street. Supports of fencing must face inwards towards your	0	7,000	6/9/2026	Other	800 15th Ave W	\$75.00	201006050000	800 15TH AVE W
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20260167	6/2/2026	Residential - Detached Accessory Building	Joseph Gokee	7 Victoria Lane	Ashland, WI 54806	Two (2) accessory structures. 10x13 structure to rear of house - a min. of three (3) feet from the backyard property line. 12x20 structure on east side of property: three (3) feet min. from side-yard property line and thirty-seven (37) feet from front yard property line (in line with or behind front face of residence). Metal or plastic exterior finish is	0	18,000	6/3/2026	Accessory Structure	7 Victoria Lane	\$12.50	201047720200	#7 VICTORIA LN
20260166	6/2/2026	Zoning Approval - Keeping of	Joseph Gokee	7 Victoria Lane	Ashland, WI 54806	6 chickens	0	0	6/3/2026	Other	7 Victoria Lane	\$50.00	201047720200	#7 VICTORIA LN

20260165	6/2/2026	Zoning Approval - Erosion Control	Joseph Gokee	7 Victoria Lane	Ashland	Bringing in 150-200 yards of fill (gravel and sand) for filling in and leveling off grade in yard to help direct standing water to swale. This permit contingent upon: 1. Immediately after the sand/gravel fill is in place, the erodible area of these soils must be covered with topsoil, then seeded and mulched. 2) A Right-of-Way permit must be applied for with Public	0	3,500	6/3/2026	Other	7 Victoria Ln	\$25.00	201047720200	#7 VICTORIA LN
20260164	6/2/2026	Residential - Remodel/Repair/Additions (over 5,000)	Sandra M Jarecki	217 Beaser Ave	Ashland, WI 54806	Replace broken picture windows - same size and location.	0	9,000	6/2/2026	Primary Structure	217 Beaser Ave	\$50.00	201001460000	217 BEASER AVE

20260163	6/2/2026	Residential - Fence	Paula Anich	1322 9th Ave W	Ashland, WI, 54806	Building a 6-ft tall, wire mesh fence with a gate INSIDE our already fenced in backyard. This permit is contingent upon the following conditions: 1) The fence is to be a maximum of 6-feet high. 2) The wire mesh material must be of welded type (not woven) and it is to be framed along the top with wood to stabilize the material. 3) The support posts must be	529	800	6/3/2026	Other	1322 9th Ave W	\$50.00	201032230000	1322 9TH AVE W
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20260162	6/1/2026	Zoning Approval - Development Permit	Todd Pydo	1118 13th St W	Ashland, WI 54806	Add fill, topsoil and seeding for restoration of drainage issues caused from City of Ashland utility work that did not get properly restored and caused standing water. Fill area = approx. 2300 Sq Ft. to raise depressed area to restore water flow to street/storm sewer.	0	0	6/2/2026	Storm Water	1118 13th St W		201031650000	1118 13TH ST W
20260161	6/1/2026	Residential - Detached Accessory Building	Todd Pydo	1118 13th St W	Ashland, WI 54806	Delivery and placement of new storage shed. Dimensions:	0	0	6/2/2026	Accessory Structure	1118 13th St W	\$50.00	201031650000	1118 13TH ST W
20260160	6/1/2026	Residential - Remodel/Repair/Additions (over 5,000)	Northern States Basement Systems	4746 Rice Lake Road	Duluth	Basement Waterproofing /Crawl Space Encapsulation.	1,506	14,985	6/3/2026	Primary Structure	2119 5th Ave E	\$74.93	201009060000	2119 5TH AVE E
20260159	6/1/2026	Residential - Roofing (Material cost over 1,000)	James Karich	1817 6th St E	Ashland, Wi 54806	Remove existing asphalt shingles and replace with new asphalt shingles	0	4,500	6/1/2026	Primary Structure	1817 6th St E	\$30.00	201036270000	1817 6TH ST E
20260158	6/1/2026	Residential - Roofing (Material cost over 1,000)	Dan Miller	520 Prentice Avenue	Ashland	Re-roof house and garage. Asphalt.	3,000	8,600	6/3/2026	Primary Structure	520 Prentice Ave.	\$30.00	201020000000	520 PRENTICE AVE
												\$2,366.01		

Case Violation Detail Report

06/01/2026 - 06/30/2026

Case #	Case Date	Assigned To	Main Status	Description	Closed Date	Parcel #	Parcel Address	Violation Name	Violation Date	Violation Status
20260268	6/30/2026	Raymond Kallio	Open	long grass and weeds		201034450000		Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/30/2026	Closed
20260269	6/30/2026	Raymond Kallio	Open	junk between house and garage and misc storage in boat		201034440000	207 21ST AVE E	Section 750, B., 21., 7) Vehicles or trailers used for storage of goods.	6/30/2026	Open
20260269	6/30/2026	Raymond Kallio	Open	junk between house and garage and misc storage in boat		201034440000	207 21ST AVE E	Section 750, B., 11. Miscellaneous Storage	6/30/2026	Open
20260270	6/30/2026	Raymond Kallio	Closed	lawn and weeds	7/9/2026	201044670000	905 MACARTHUR AVE	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/30/2026	Closed
20260271	6/30/2026	Raymond Kallio	Open	misc storage, porch railing		201022430000	401 7TH ST W	Section 750, B., 1. Clean, Safe, Sanitary and Attractive Maintenance of Exterior Property	6/30/2026	Open

20260271	6/30/2026	Raymond Kallio	Open	misc storage, porch railing		201022430000	401 7TH ST W	Section 750, C., 5., a. thru d. C. Exterior Structure 5. Exterior stairs, porches, front porch skirts, and railings.	6/30/2026	Open
20260272	6/30/2026	Raymond Kallio	Open	long grass and weeds to include terrace		201016240000	220 MAIN ST E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/30/2026	Open
20260273	6/30/2026	Raymond Kallio	Open	long grass and weeds		201004380000	523 16TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/30/2026	Open
20260273	6/30/2026	Raymond Kallio	Open	long grass and weeds		201004380000	523 16TH AVE W	845.03 Residential Rental Registration Required	6/30/2026	Open
20260274	6/30/2026	Raymond Kallio	Open	tire stored outside by building-complaint		201003640000	417 9TH AVE W	Section 750, B., 11. Miscellaneous Storage	6/30/2026	Open

20260275	6/30/2026	Raymond Kallio	Open	long grass		201019300000		Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/30/2026	Open
20260277	6/30/2026	Raymond Kallio	Closed	lawn	7/2/2026	201021590000	619 5TH AVE E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/30/2026	Closed
20260278	6/30/2026	Raymond Kallio	Closed	long weeds along alley		201042410000	421 MAIN ST W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/30/2026	Closed
20260279	6/30/2026	Raymond Kallio	Open	lawn		201013670000		Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/30/2026	Open

20260280	6/30/2026	Raymond Kallio	Open	long invasive weeds by alley, porch missing roof		201030750000	1009 MACARTHUR AVE	Section 750, C., 1. Exterior Structure - General maintenance of exterior structure	6/30/2026	Open
20260280	6/30/2026	Raymond Kallio	Open	long invasive weeds by alley, porch missing roof		201030750000	1009 MACARTHUR AVE	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/30/2026	Open
20260280	6/30/2026	Raymond Kallio	Open	long invasive weeds by alley, porch missing roof		201030750000	1009 MACARTHUR AVE	Section 750, B. Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - 3. Vegetation and Landscaping - Visability	6/30/2026	Open
20260266	6/29/2026	Raymond Kallio	Open	Lawn		201017400000	321 WILLIS AVE	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/29/2026	Open

20260267	6/29/2026	Raymond Kallio	Closed	lawn	7/7/2026	201038180000	922 MACARTHUR AVE	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/29/2026	Closed
20260262	6/26/2026	Raymond Kallio	Closed	Lawn and weeds	7/6/2026	201006460000	1214 10TH ST W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/26/2026	Closed
20260263	6/26/2026	Raymond Kallio	Closed	lawn	7/6/2026	201002300000	312 11TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/26/2026	Closed
20260264	6/26/2026	Raymond Kallio	Closed	lawn	7/6/2026	201001790000	1005 3RD ST W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/26/2026	Closed
20260265	6/26/2026	Raymond Kallio	Open	disabled vehicle, misc storage		201017110000	308 3RD ST E	Section 750, B., 11. Miscellaneous Storage	6/26/2026	Open

20260265	6/26/2026	Raymond Kallio	Open	disabled vehicle, misc storage		201017110000	308 3RD ST E	Section 750, B., 1. Clean, Safe, Sanitary and Attractive Maintenance of Exterior Property	6/26/2026	Open
20260265	6/26/2026	Raymond Kallio	Open	disabled vehicle, misc storage		201017110000	308 3RD ST E	Section 750, B., 21., a., 3), a) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Parking or storage of unregistered, unlicensed, or inoperable vehicles	6/26/2026	Open
20260259	6/25/2026	Raymond Kallio	Closed	lawn	7/7/2026	201021550000	608 PRENTICE AVE	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/25/2026	Closed
20260260	6/25/2026	Raymond Kallio	Closed	Lawn and weeds	7/7/2026	201019950000		Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/25/2026	Closed

20260261	6/25/2026	Raymond Kallio	Open	lawn and misc storage		201036460000	1607 6TH ST E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/25/2026	Closed
20260261	6/25/2026	Raymond Kallio	Open	lawn and misc storage		201036460000	1607 6TH ST E	Section 750, B., 11. Miscellaneous Storage	6/25/2026	Open
20260261	6/25/2026	Raymond Kallio	Open	lawn and misc storage		201036460000	1607 6TH ST E	Section 750, B., 1. Clean, Safe, Sanitary and Attractive Maintenance of Exterior Property	6/25/2026	Open
20260255	6/24/2026	Raymond Kallio	Open	long weeds		201001920000	900 MAIN ST W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/24/2026	Open
20260256	6/24/2026	Raymond Kallio	Closed	Lawn	7/6/2026	201002100000	309 9TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/24/2026	Closed

20260257	6/24/2026	Raymond Kallio	Closed	lawn		201025430000	322 8TH ST W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/24/2026	Open
20260258	6/24/2026	Raymond Kallio	Closed	long grass back/side yard	7/6/2026	201027770000	1016 4TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/24/2026	Closed
20260254	6/23/2026	Raymond Kallio	Open	missing siding	6/23/2026	201020210000	522 WILLIS AVE	Section 750, C., 1. Exterior Structure - General maintenance of exterior structure	6/23/2026	Open
20260248	6/23/2026	Raymond Kallio	Closed	long grass	7/6/2026	201002690000	323 14TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/23/2026	Closed

20260249	6/23/2026	Raymond Kallio	Open	long grass and weeds		201007720000	316 CHAPPLE AVE	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/23/2026	Closed
20260249	6/23/2026	Raymond Kallio	Open	long grass and weeds		201007720000	316 CHAPPLE AVE	Section 750, C., 7. Street Numbers	7/7/2026	Open
20260250	6/23/2026	Raymond Kallio	Closed	lawn	7/6/2026	201045060000	606 6TH ST W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/23/2026	Closed
20260252	6/22/2026	Raymond Kallio	Closed	long grass and weeds	6/29/2026	201002380000	1104 3RD ST W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/22/2026	Closed
20260242	6/22/2026	Raymond Kallio	Open	long grass		201047440000	2200 LAKE SHORE DRIVE WEST	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/22/2026	Open

20260243	6/22/2026	Raymond Kallio	Open	exterior walls missing siding		201033750000	2705 MAIN ST E	Section 750, C., 1., & 3.a. & b. C. Exterior Structure - Exterior walls and exterior surfaces	6/22/2026	Closed
20260244	6/22/2026	Raymond Kallio	Closed	keeping of animals, permit expired	7/9/2026	201033710000	2718 LAKE SHORE DR E	3.46 Keeping Of Animals Permit	6/22/2026	Closed
20260245	6/22/2026	Raymond Kallio	Closed	long grass	7/7/2026	201004930000	605 17TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/22/2026	Closed
20260246	6/22/2026	Raymond Kallio	Open	no permit built front steps, missing house numbers		201006210000	1216 8TH ST W	748.40 Building Permits	6/22/2026	Open
20260246	6/22/2026	Raymond Kallio	Open	no permit built front steps, missing house numbers		201006210000	1216 8TH ST W	Section 750, C., 7. Street Numbers	6/22/2026	Open
20260247	6/22/2026	Raymond Kallio	Closed	new front steps no permit	7/8/2026	201031370000	1215 11TH AVE W	748.40 Building Permits	6/22/2026	Closed

20260236	6/18/2026	Raymond Kallio	Closed	lawn	7/7/2026	201021802000	612 2ND AVE E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/18/2026	Closed
20260237	6/18/2026	Raymond Kallio	Closed	lawn	6/26/2026	201010330000	419 ST CLAIRE ST	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/18/2026	Closed
20260238	6/18/2026	Raymond Kallio	Closed	lawn	6/29/2026	201017840000	318 12TH AVE E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/29/2026	Closed
20260239	6/18/2026	Raymond Kallio	Closed	lawn	7/2/2026	201006650000	700 11TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/18/2026	Closed

20260231	6/16/2026	Raymond Kallio	Closed	Lawn and gravel on sidewalk	6/25/2026	201015990000	Vacant Lot: Main Street E and Willis Avenue	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/16/2026	Open
20260231	6/16/2026	Raymond Kallio	Closed	Lawn and gravel on sidewalk	6/25/2026	201015990000	Vacant Lot: Main Street E and Willis Avenue	Section 750, B., 19., a., b., c. Driveways, sidewalks, and steps.	6/16/2026	Open
20260232	6/16/2026	Raymond Kallio	Closed	Lawn	6/29/2026	201029790000		Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/16/2026	Closed
20260225	6/12/2026	Raymond Kallio	Closed	lawn and weeds	6/24/2026	201034750000	2822 MAIN ST E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/12/2026	Closed

20260226	6/12/2026	Raymond Kallio	Closed	lawn	6/30/2026	201006980000	300 9TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/12/2026	Closed
20260227	6/12/2026	Raymond Kallio	Closed	lawn	6/24/2026	201002080000		Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/12/2026	Closed
20260228	6/12/2026	Raymond Kallio	Closed	Lawn	6/24/2026	201002250000	Vacant lot on SW corner of 3rd St W and 10th Ave W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/12/2026	Closed
20260229	6/12/2026	Raymond Kallio	Closed	lawn	7/7/2026	201010310000	413 ST CLAIRE ST	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/12/2026	Closed

20260230	6/12/2026	Raymond Kallio	Open	disabled vehicles weeds		201002170000	310 10TH AVE W	Section 750, B., 21., a., 3), a) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Parking or storage of unregistered, unlicensed, or inoperable vehicles	6/12/2026	Open
20260230	6/12/2026	Raymond Kallio	Open	disabled vehicles weeds		201002170000	310 10TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/12/2026	Open
20260220	6/11/2026	Raymond Kallio	Open	mold and cigarette butts		201043120000	612 MAIN ST W	Section 750, B., 1. Clean, Safe, Sanitary and Attractive Maintenance of Exterior Property	6/11/2026	Open
20260220	6/11/2026	Raymond Kallio	Open	mold and cigarette butts		201043120000	612 MAIN ST W	Section 750, C., 1. Exterior Structure - General maintenance of exterior structure	6/11/2026	Open

20260221	6/11/2026	Raymond Kallio	Open	brush, lawn, misc storage		201026220000	901 4TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/11/2026	Open
20260221	6/11/2026	Raymond Kallio	Open	brush, lawn, misc storage		201026220000	901 4TH AVE W	Section 750, B., 11. Miscellaneous Storage	6/11/2026	Open
20260221	6/11/2026	Raymond Kallio	Open	brush, lawn, misc storage		201026220000	901 4TH AVE W	Section 750, B., 1. Clean, Safe, Sanitary and Attractive Maintenance of Exterior Property	6/11/2026	Open
20260222	6/11/2026	Raymond Kallio	Closed	lawn	6/24/2026	201036720000	609 14TH AVE E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/11/2026	Closed
20260223	6/11/2026	Raymond Kallio	Closed	lawn	6/24/2026	201007890000		Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/11/2026	Closed

20260224	6/11/2026	Raymond Kallio	Closed	lawn	6/30/2026	201015600000	216 7TH AVE E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/11/2026	Closed
20260219	6/10/2026	Raymond Kallio	Closed	lawn	6/24/2026	201015080000	222 12TH AVE E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/10/2026	Closed
20260215	6/9/2026	Raymond Kallio	Open	Lawn		201045190000	513 7TH ST W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/9/2026	Open
20260216	6/9/2026	Raymond Kallio	Closed	lawn	6/24/2026	201038520000	1123 ELLIS AVE	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/9/2026	Closed

20260218	6/9/2026	Raymond Kallio	Closed	lawn	6/18/2026	201028550000	1106 ELLIS AVE	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/18/2026	Closed
20260208	6/5/2026	Raymond Kallio	Closed	grass	6/9/2026	201025610000	801 4TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/5/2026	Closed
20260209	6/5/2026	Raymond Kallio	Closed	lawn	6/9/2026	201038610000	1121 MACARTHUR AVE	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/5/2026	Closed
20260210	6/5/2026	Raymond Kallio	Closed	long grass	6/18/2026	201016930000	306 2ND AVE E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/5/2026	Closed

20260211	6/5/2026	Raymond Kallio	Closed	long grass	6/16/2026	201023380000	123 8TH ST E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/5/2026	Closed
20260211	6/5/2026	Raymond Kallio	Closed	long grass	6/16/2026	201023380000	123 8TH ST E	845.03 Residential Rental Registration Required	6/5/2026	Closed
20260212	6/5/2026	Raymond Kallio	Closed	long grass	6/9/2026	201039180000	1015 14TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/5/2026	Closed
20260213	6/5/2026	Raymond Kallio	Closed	long grass	6/8/2026	201002610000	301 BEASER AVE	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/5/2026	Closed
20260205	6/4/2026	Raymond Kallio	Open	fence no permit		201024910000	819 PRENTICE AVE	Section 3.43, A., A. Applicability - Fence, gate or wall permit	6/4/2026	Open

20260206	6/4/2026	Raymond Kallio	Closed	lawn	6/11/2026	201012580000	502 ST CLAIR ST	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/4/2026	Closed
20260207	6/4/2026	Raymond Kallio	Open	no fence permit		201006050000	800 15TH AVE W	Section 3.43, A., A. Applicability - Fence, gate or wall permit	6/4/2026	Open
20260196	6/3/2026	Raymond Kallio	Closed	long grass and weeds	6/16/2026	201029950000	810 11TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/3/2026	Closed
20260197	6/3/2026	Raymond Kallio	Closed	long grass and weeds	6/16/2026	201030400000	901 11TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/3/2026	Closed
20260198	6/3/2026	Raymond Kallio	Closed	long grass and weeds	6/16/2026	201005620000	718 12TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/3/2026	Closed

20260199	6/3/2026	Raymond Kallio	Open	long grass and weeds		201005610000	710 12TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/3/2026	Open
20260200	6/3/2026	Raymond Kallio	Closed	long grass and weeds, no house numbers	7/9/2026	201023010000	306 7TH ST W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/3/2026	Closed
20260200	6/3/2026	Raymond Kallio	Closed	long grass and weeds, no house numbers	7/9/2026	201023010000	306 7TH ST W	Section 750, C., 7. Street Numbers	6/3/2026	Closed
20260201	6/3/2026	Raymond Kallio	Closed	lawn	6/8/2026	201031130000	1121 12TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/3/2026	Open
20260202	6/3/2026	Raymond Kallio	Closed	grass	6/9/2026	201047270000	522 SANBORN AVE	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/3/2026	Closed

20260203	6/3/2026	Raymond Kallio	Closed	lawn	6/11/2026	201023100000	700 3RD AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/3/2026	Closed
20260204	6/3/2026	Raymond Kallio	Closed	lawn	6/11/2026	201022040000	620 3RD AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/3/2026	Closed
20260190	6/2/2026	Raymond Kallio	Open	long grass, tires, rubbish, bags of trash		201003750000	518 11TH AVE W	Section 750, B., 11. Miscellaneous Storage	6/2/2026	Open
20260190	6/2/2026	Raymond Kallio	Open	long grass, tires, rubbish, bags of trash		201003750000	518 11TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/2/2026	Open
20260191	6/2/2026	Raymond Kallio	Open	long grass and weeds	6/16/2026	201030290000	901 10TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/2/2026	Open

20260192	6/2/2026	Raymond Kallio	Closed	long grass and weeds	6/18/2026	201017540000	313 7TH AVE E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/2/2026	Closed
20260193	6/2/2026	Raymond Kallio	Closed	long grass and weeds	6/8/2026	201004230000	503 14TH AVE W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/2/2026	Closed
20260194	6/2/2026	Raymond Kallio	Closed	long grass and weeds	6/11/2026	201043180000	504 3RD ST W	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/2/2026	Closed
20260164	6/1/2026	Raymond Kallio	Open	Lawn grass		201027440000	1000 PRENTICE AVE	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Open

20260165	6/1/2026	Raymond Kallio	Closed	long grass	6/10/2026	201020940000	501 14TH AVE E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Closed
20260166	6/1/2026	Raymond Kallio	Closed	long grass	6/10/2026	201014890000	202 14TH AVE E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Closed
20260167	6/1/2026	Raymond Kallio	Closed	lawn	6/8/2026	201028650000	408 11TH ST E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Closed
20260168	6/1/2026	Raymond Kallio	Closed	long grass	6/17/2026	201011600000	1423 FRONT ST E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Closed

20260169	6/1/2026	Raymond Kallio	Closed	grass	6/4/2026	201026940000	920 7TH AVE E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Closed
20260170	6/1/2026	Raymond Kallio	Closed	long grass	6/1/2026	201014850000	218 14TH AVE E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Closed
20260171	6/1/2026	Raymond Kallio	Closed	long grass	6/18/2026	201027460000	1009 5TH AVE E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Closed
20260172	6/1/2026	Raymond Kallio	Closed	lawn	6/11/2026	201036270000	1817 6TH ST E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Closed

20260173	6/1/2026	Raymond Kallio	Closed	lawn	6/10/2026	201014840000	222 14TH AVE E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Closed
20260174	6/1/2026	Raymond Kallio	Closed	lawn	6/4/2026	201017510000	300 WILLIS AVE	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Closed
20260175	6/1/2026	Raymond Kallio	Closed	long grass and weeds	6/8/2026	201006120000	801 BEASER AVE	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Closed
20260176	6/1/2026	Raymond Kallio	Closed	lawn	6/10/2026	201017520000	617 4TH ST E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Closed

20260177	6/1/2026	Raymond Kallio	Closed	long grass and weeds		201013600000	511 MAIN ST E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Closed
20260178	6/1/2026	Raymond Kallio	Closed	lawn	6/10/2026	201017390000	300 5TH AVE E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Closed
20260179	6/1/2026	Raymond Kallio	Closed	long grass and weeds	6/16/2026	201017460000	514 3RD ST E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Closed
20260180	6/1/2026	Raymond Kallio	Closed	lawn	6/11/2026	201013590000	420 LAKE SHORE DR E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Closed

20260181	6/1/2026	Raymond Kallio	Open	long grass and weeds	6/10/2026	201018040000	302 14TH AVE E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Closed
20260181	6/1/2026	Raymond Kallio	Open	long grass and weeds	6/10/2026	201018040000	302 14TH AVE E	Section 750, B., 1. Clean, Safe, Sanitary and Attractive Maintenance of Exterior Property	6/29/2026	Closed
20260181	6/1/2026	Raymond Kallio	Open	long grass and weeds	6/10/2026	201018040000	302 14TH AVE E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	7/8/2026	Open
20260181	6/1/2026	Raymond Kallio	Open	long grass and weeds	6/10/2026	201018040000	302 14TH AVE E	Section 750, B. Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - 3. Vegetation and Landscaping - Visibility	7/8/2026	Open

20260181	6/1/2026	Raymond Kallio	Open	long grass and weeds	6/10/2026	201018040000	302 14TH AVE E	Section 750, B., 1. Clean, Safe, Sanitary and Attractive Maintenance of Exterior Property	7/8/2026	Open
20260182	6/1/2026	Raymond Kallio	Closed	lawn	6/29/2026	201012210000	701 LAKE SHORE DR E	Section 750, B., 4., c., 5) Clean, Safe, Sanitary, and Attractive Maintenance of Exterior Property - Noxious Weeds	6/1/2026	Closed

Total Records: 122

7/13/2026

PLAN COMMISSION MEETING MINUTES

May 19th, 2026 at 6:30PM at the City Hall Council Chambers and via Go To Meetings

The meeting can be joined in person or by using a computer, smartphone or tablet at

<https://meet.goto.com/775025133>

**The meeting can also be joined by phone at
1 866 899 4679 using Access Code: 775-025-133**

Present: Nancy Sztynдор, Jeff Beirl, Erin Cutler, Laurie Gregor, Mayor Matt Mackenzie, Steven Wiley (Planning and Development Director), Terri Erickson (Assistant Planner)

Absent: David Eades (Excused), Ana Tochtermann (Excused), Shawn Brede (Excused)

AGENDA

1. Call to Order and Roll Call
Mayor Mackenzie called the meeting to order at 6:30 pm and a quorum was declared present.
2. Approval of the Agenda
Ms. Gregor made a motion to approve the agenda. Ms. Sztynдор seconded. Motion carried 5-0.
3. Consent Agenda
Mayor Mackenzie asked for approval of the minutes from the April 28th, 2026 Plan Commission meeting. Ms. Sztynдор made a motion to approve. Ms. Cutler seconded. Motion carried 5-0.
4. Identify potential conflicts of interest
None
5. Citizen Participation (non-agenda items)
None
6. Action Items:
 - a. Public Hearing: Review and approval of a request to vacate City Right-of-Way including undeveloped portions of 21st Avenue East and 7th Street East located east of the City of Ashland Public Works Facility and west of 22nd Street defined as follows:

A portion of 21st Ave. E. & 7th St. E. located adjacent to Blocks 88, 111 & 113 of Lake Shore Addition as located in portions of the SE ¼ - NW ¼ & NE ¼ - SW ¼, Section 34, Township 48 North, Range 4 West, City of Ashland, Ashland County, WI more particularly described as follows:

Commencing at the N ¼ corner of said section; Thence S00°23'35"W along the monumented east line of the NW ¼ a distance of 1,400.32 feet to the intersection with the

northerly right of way of 7th St. E. which is the Point of Beginning; Thence S00°23'35"W and continuing along said monumented east line a distance of 78.28 feet to the intersection with the southerly right of way of 7th St. E.; Thence S57°51'37"W along said southerly right of way a distance of 107.35 feet; Thence N59°41'20"W a distance of 176.29 feet to the intersection with the west line of 21st Ave. E.; Thence N32°23'51"W along said west line a distance of 208.29 feet to the southerly right of way of 6th St. E.; Thence N57°47'15"E along said southerly right of way a distance of 60.00 feet to the intersection with the easterly right of way of 21st Ave. E.; Thence S32°23'51"E along said right of way a distance of 298.67 feet to the intersection with the northerly right of way of 7th St. E.; Thence N57°51'37"E along said right of way a distance of 170.58 feet to the Point of Beginning.

Applicant: Planning and Development Department

Mayor Mackenzie noted that he would like to proceed by first having staff review project information and for the commission to follow up with clarifying questions. Then he would look for a motion to enter into the public hearing.

Mr. Wiley first apologized for the IT issues as the overhead screen was not working. He reviewed the proposed request for the Right-of-Way vacation or discontinuance and reminded the commission that a zone change was done at the prior meeting for the same parcel involved in a proposed land transfer request for Mr. William Gast. He gave an overview of the subject site and the area zoning and noted the ROW areas are currently undeveloped. Without the discontinuance, the proposed land transfer would not be possible. There is existing sewer running through the property which would require a 20-foot public easement. He showed the certified survey map and noted that the discontinuance is city initiated so it does not require a petition. The city is required to introduce a resolution declaring the intent of the city to vacate. Planning staff, administration and public works are all on board with this proposed land swap. He reviewed criteria regarding requirements for a vacation request. It was noted that the owner of Chicago Iron, Mr. Brian Olby, has been working to make improvements on the property since he acquired it. Staff recommends approval of the discontinuance contingent with the following:

- The right-of-way vacation and land transfer request shall be contingent on one another. Both shall require approval in order for either to proceed.
- Pending approval of the land transfer request, the City shall combine the former right-of-way parcel with part of parcel # 201-03768-0000, parcel #s 201-03717-0000 and 201-03772-0000, and part of parcel # 201-05077-0200 via Certified Survey Map (CSM) to create one lot and City staff shall review and approve the CSM prior to recording at the County.
- The approved CSM shall include a 20-foot wide sanitary sewer easement where required to allow the City access to maintain the existing sanitary sewer under portions of the right-of-way.
- Vehicle access to Chicago Iron's property shall be determined through coordination with the Department of Public Works and applicant shall obtain all approvals and permits prior to constructing access or other improvements on the property.

Mr. Wiley noted that a Class II public hearing notice was published as required and the Class III public hearing notice will be issued for the June 30th Council Meeting.

Mayor Mackenzie asked if there were any clarifying questions by the commission and then read aloud the conditions for the transfer.

Ms. Sztynдор made a motion to go into public hearing. Second by Mr. Beirl. Motion carried 5-0.

Public Hearing:

Tom Cunningham (1121 9th Ave W) noted that he is in support of the swap with the City. He went on to say that back in 1996 there had been discussion with the city regarding the ski trails and the association. The private landowners had provided an easement to the city for the volunteer group to create and maintain the trail system. The city has not contributed to this effort with any financial support. The trails have been very popular and are used by the school systems and several other organizations and clubs. One of the trail loops is on the Bill Gast property which takes up a substantial portion. With the city taking possession of this land, hopefully the trail system can be maintained for the community forever. The option of creating an easement across his property would be challenging due to the steep ravine and wetlands that exist. He noted the trail maintenance takes place only when it is dry. He reiterated he is strongly in favor of the land swap with the goal of maintaining the public ski trails.

Mr. Bill Gast explained that he acquired the property thirty years ago and he sold off a portion of it several years later. There was a verbal agreement with the buyer that if he ever wanted to sell it, Bill would buy it back from him, which ended up happening. Since then, he put it up for sale and had an offer but turned it down concerned that a new landowner could remove the ski trails and develop it. At that point, he started discussing the option of acquiring other useful land from the City in exchange for his property, so the City could take control of land that was currently a public asset. He knew Brian Olby from prior relations and that he was working to clean up his newly acquired Chicago Iron property and turn it more into a recycling center in lieu of a junkyard. Mr. Olby felt he could use the extra adjacent land, owned by the City, to make further improvements to his business.

Mr. Brian Olby, owner of Chicago Iron, noted his intention to reduce the physical size of the scrap yard and create a better separation between the public storefront and adjacent backyard areas. This is with the desire to increase customer comfort and safety. He works with several other municipalities that utilize large trucks for deliveries that access the back of the property. He would like to create a parking area with a separate entrance in front of the building for the public with the addition of this adjacent land under consideration, that is separated from the back non-public delivery area.

Mayor Mackenzie noted there was one letter of concern regarding a resident worried about the business being expanded onto the adjacent property. Mr. Olby explained that he is considering options to put in a driveway off of 6th Street for personal vehicles to enter the property separate from truck deliveries on the other side. This will also keep customers from having to go into the gated areas, which they do now. He added if the recycling center was going to expand, it would be within the existing gated in area in the back.

Mr. Wiley noted there was one other resident who stopped in and talked to Ms. Erickson about where the land was. The resident had asked for clarification and noted that it was hard to understand from the mailing. Ms. Erickson explained the location to her and the resident had no concerns about the proposed action. Mr. Wiley stated it would be good to include an aerial photograph in future mailings as the survey map may be hard to interpret.

Ms. Cutler made a motion to go out of public hearing. Second by Ms. Sztynдор. Motion carried 5-0.

Mr. Beirl moved to approve the motion with the recommended conditions. Second by Ms. Sztynдор.

Discussion: Mr. Beirl asked about the maintenance of the ski trail once the city takes ownership of it. He noted the volunteer group does an excellent job. Will the city be doing maintenance of the trails and how will that be prioritized during big snow events? Or, will there be an agreement with the volunteer group for them to continue doing it?

Mayor Mackenzie responded that the reality is that the city is hoping things will continue as they are now.

Ms. Sztynдор asked what is currently happening with the water run-off at Chicago Iron? It was noted on the submitted letter that run-off pools prior to reaching the storm drain and believes it contains elements from flammable plastic substances.

Mr. Olby asked where she was talking about as he did not have a copy of the letter. Ms. Sztynдор gave it to him and he read it.

Mayor Mackenzie noted that the DNR would oversee issues with stormwater runoff and management.

Mr. Olby added they are looking into erecting a pole building in the back yard where recycling would be done inside. He noted that he has been working with the DNR to clean up the property. There had been past challenges with the business before he owned it and shut down of the facility appeared imminent. Mr. Olby stated they are 100 percent compliant right now but they are still making improvements. They will continue to improve the drainage through grading, slope modification and grass infiltration strips.

Mayor Mackenzie reminded everyone that historically, Chicago Iron had been located where the police department now is. Their current site was created for them to relocate to and they have been there for about 25 years. Mr. Olby clarified that the current building was started in 2007. The Mayor noted Mr. Olby has owned the business for about a year and you can see a conscious clean-up effort taking place.

Ms. Erickson made a comment that Mr. Olby is working with an architect who has recently been in touch with City planning staff regarding drainage systems and compliance for the schematic development of a potential new pole building on the property.

Mr. Wiley added that required permit reviews and approvals, including a site plan review, would also take place in conjunction with any new property development in the future.

Mayor Mackenzie made a recommendation to approve and move this item onto council. He took a roll call vote. Motion carried 5-0.

- b. Public Hearing: Review and approval of a land transfer request for Bill Gast to acquire City-owned properties including: a portion of Parcel # 201-03768-0000, Parcel # 201-03717-0000, a Portion of Parcel # 201-03772-0000, a Portion of Parcel # 201-05077-0200, and undeveloped Right-of-Way areas to be vacated between these parcels and combined via Certified Survey Map, Zoned Heavy Industrial (HI) and Public Institutional (PI).
Applicant: Bill Gast

Mayor Mackenzie introduced the item and Mr. Wiley reviewed the proposed request for the land transfer, which is associated with the prior item. He gave an overview of the subject site and the area zoning and noted that a CSM was completed for these parcels, which included a 20-foot wide utility easement. There

are four different parcels in question. There was a zone change recommendation approved for these parcels at the prior meeting. The overall intention is for City to swap land with Mr. Gast. The City would obtain this land that contains the public-used ski trails. Mr. Gast will work out an agreement with Mr. Olby to sell him the land that he can then utilize to make improvements to his Chicago Iron business. They will work with the City Attorney on the required procedures for the transfer. Mr. Wiley then reviewed required criteria for a land transfer request and reasons why the City supports this effort. The City staff recommends approval of the request upon the following conditions:

- The property shall be transferred to Bill Gast or directly to Brian Olby. If both of them decline the transfer for any reason the property shall not be transferred to another individual or entity without a separate review and approval process. The land transfer shall be contingent on and occur concurrently with the transfer of properties (Parcel #s 201-04490-0000, 201-04498-0000, 201-04499-0000, and 201-04500-0000) owned by the William and Ann Gast Trust to the City of Ashland.
- The land transfer shall include Part of City-owned Parcel # 201-03768-0000, Parcels 201-03717 0000 and 201-03772-0000, Part of Parcel # 201-05077-0200, and undeveloped rights of way between these parcels.
- The land transfer shall be contingent on the City vacating the undeveloped street rights-of-way located between the parcels to be transferred.
- Recipient shall obtain required approvals and zoning and building permits prior to constructing any improvements on the resulting property.
- The land transfer shall include a 20-foot wide utility easement to be shown in the Certified Survey Map to allow the City access to maintain the underground utilities located under a portion of the subject property.

Mr. Wiley noted that a public hearing notice was published as required and discretionary letters were sent out within 200 feet of the proposed development.

Mayor Mackenzie asked if there were any clarifying questions by the commission and then read aloud the conditions for the transfer.

Mr. Beirl asked if we could combine the public hearing for items 6b and 6c? Mayor Mackenzie responded that he has inquired about this with the city attorney but they have not received a firm answer, so not at this time.

Mr. Beirl made a motion to go into public hearing. Second by Ms. Gregor. Motion carried 5-0.

Public Hearing:

Tom Cunningham (1121 9th Ave W) made an additional remark that the volunteer group does have the intention of continuing to maintain the ski trails. His comments made under the initial item would also apply to this current item.

Mr. Beirl made a motion to go out of public hearing. Second by Ms. Gregor. Motion carried 5-0.

Ms. Sztynodor made a recommendation for approval of the transfer as outlined with the contingencies. Second by Ms. Gregor. Roll call vote: Motion carried 5-0.

- c. Public Hearing: Review and approval of a land transfer request for the City of Ashland to acquire Parcel #s 201-04490-0000, 201-04498-0000, 201-04499-0000, and 201-04500-0000, zoned Single-Family Residential (R-1), owned by Bill Gast. Applicant: Planning and Development Department.

Mayor Mackenzie introduced the item and Mr. Wiley reviewed the proposed request for the land acquisition, which is associated with the prior two items. This is for the portion of land containing the ski trails that the City would acquire. He gave an overview of the subject site and noted that the land is difficult to access due to the presence of steep ravines and lack of street access. A survey map was provided by Mr. Gast. Maintaining the land as ski trails seems to make the most sense and is the plan moving forward at this time. Mr. Wiley reviewed required criteria for a land acquisition request and reasons why the City supports this effort. The City recommends approval of the request upon the following conditions:

- The property shall be transferred to the City of Ashland. This shall occur concurrently with the transfer of City-owned properties (Part of Parcel # 201-03768-0000, Parcels 201-03717-0000 and 201-03772-0000, Part of Parcel # 201-05077-0200, and adjacent street rights-of-way) proposed in Item 6b to Bill Gast/Brian Olby.
- The City land acquisition shall include Parcel #s 201-04490-0000, 201-04498-0000, 201-04499-0000, 201-04500-0000 currently owned by the William and Ann Gast Trust.

Mr. Wiley noted that a class 2 public hearing notice was published as required and discretionary letters were sent out within 200 feet of the proposed development. One neighbor reached out and asked if there were any development plans for the land and he replied that there were not.

Mayor Mackenzie asked if there were any clarifying questions by the commission.

Ms. Szyndor made a motion to go into public hearing. Second by Ms. Cutler. Motion carried 5-0.

Public Hearing:

Tom Cunningham (1121 9th Ave W) comments under the initial item would also apply to this item.

Ms. Szyndor made a motion to go out of public hearing. Second by Ms. Gregor. Motion carried 5-0.

Mr. Beirl made a recommendation for approval of the land acquisition as outlined with the contingencies. Second by Ms. Szyndor. Roll call vote: motion carried 5-0.

Mayor Mackenzie noted that these items will get revisited. These protocols are being followed as per state statutes and required notices, as well as City Council resolution guidelines. He thanked the commission for their patience in the prolonged process.

7. Discussion Items:

- a. Draft UDO Amendments to permit Local Food Sales as a Home Occupation

Mayor Mackenzie introduced the item. He noted the city has received a request for the ability to allow the sale of processed pre-packaged meat in a residential area of the city from a local farm (within 5-miles of the city of Ashland). Mr. Wiley explained that Michael McCutchen, the requestor, was in attendance and has been in touch with him over the last couple years. He has a local farm and would like the ability to sell his products produced at his farm (pre-packaged frozen meat) from his house within the city. He would also potentially like to include produce in the future. He proposed an ordinance amendment for Mr. Wiley's

review and comment. Together they came up with a draft proposal. Section 5 of the UDO currently regulates home occupations and allows specific uses. He does not think there is anything that covers what he is proposing. Therefore, they would propose a new sub-section that allows for the sale of locally produced farm products. This would not include any processing. He reached out to the Ashland County Sanitarian who reviewed the draft ordinance. The County already has a licensing process and this type of use would require their lowest intensity license since there is no processing on site. He is proposing an annual license renewal for this use but this may not be essential if there are already requirements by the state and county. He reviewed specific areas of the UDO that would be modified and questions that would need to be evaluated such as commission support, licensing requirements, signage, displays and deliveries allowed.

Mayor Mackenzie stated there are two parts this this: 1) Should staff commit additional time pursuing this request and 2) If so, what elements would be most important to consider or include? He asked to hear comments from everyone:

- Ms. Gregor is not opposed to the idea of sales out of a home if no processing is occurring and there is already two layers of licensing established. Requiring a city license seems a bit overkill. She needs to think more about allowing a produce stand but there should be limitations on size and location.
- Ms. Sztynдор agrees with Ms. Gregor's comments regarding the size of stand allowed and not requiring any additional license.
- Ms. Cutler noted it is good to promote local business. She does not believe there should be an annual license fee. Signage with clarification of open hours should be made apparent.
- Mr. Beirl is in support. He thought the number of customers allowed at one time looked restrictive. (Six people to an hour.) Signage is needed but should be restricted as far as placement. For the produce stand, he would like to see what Mr. Wiley comes up with for guidelines to review and comment on.

Mayor Mackenzie asked if this would be a conditional use or privilege by-right?

Mr. Wiley responded he is thinking it would be a "by-right" use.

Mr. Beirl asked, if this would be a "by-right" use and there was no license required, would they still have to let the city know?

Mr. Wiley responded that it would be good to be aware of who is doing this and where. Mr. Beirl asked how then, do you track them without people doing whatever they want out of their house? Mr. Wiley replied that a home occupation permit could be issued.

Mayor Mackenzie gave an example of a watch repairman: you don't need a permit or license for this so how do you define what is or what is not allowed or where do you draw the line? The amount of traffic increase in a residential neighborhood also needs to be considered. The amount of additional staff time should also be evaluated, especially when it is not bringing any money in.

Ms. Cutler made a motion to recognize Michael McCutchen in the audience. Second by Ms. Sztynдор. Motion carried 5-0.

Mr. Michael McCutchen approached to speak. He said he approached Wiley with this idea and passed around a copy of an email he sent to Wiley almost two years ago. He spoke about his "commute" out of

town to his country farm. He proposed anyone within a 20-minute drive from town be able to sell their products under this proposed at-home occupation use. He suggested that what constitutes a meal be clearly defined.

Mr. Mackenzie reiterated that tonight's discussion is only to gauge support and whether staff should continue to assess this. He suggested he continue to work with planning staff to assist with the preparation of a future report and proposed UDO changes that would come back to the commission with a recommendation.

Mr. McCutchen made a few additional comments about Sunday hours, produce displays, and number of customers allowed.

- b. Update on Property Maintenance Enforcement
- c. Update on Building Permits for April 2026
- d. Update on Miscellaneous Planning and Development Items

Mr. Wiley gave an update on the Bay Vue Apartment project on Beaser Avenue, which is progressing efficiently. They've been working through some site and storm water design challenges on the site. Concrete work is mostly done. Permitting has been busy. Mike Hamm is helping out over the summer season with property maintenance. Lawn enforcement will start after No-Mow May. There are a couple of property abatements with warrants coming up in coordination with police and public works staff. These properties have been in violation for years. The comprehensive plan update is approaching and the City will soon be evaluating and assessing the submitted proposals for this work.

8. Announcement/Reports/Comments/Questions

Mayor Mackenzie added that the flagging occurring across the street from the Breakwater is being done by the Audubon Society through a grant the city received. There are approximately 137 different trees and shrubs being planted for the Bird City project to help create more natural habitat. There will also be buckthorn removal taking place this summer. The Wartman law office building has been placarded due to lack of working plumbing and unsafe living conditions as there have been people living there. The Health Department has been involved with the sanitary issues. Hanging baskets are being hung on Main Street and plants put it along Ellis Avenue. Cut-outs in the main street sidewalk that historically had trees are being revitalized (portions of concrete removed) to contain annual flowers. An ad-hoc committee has been formed in conjunction with the "America in Bloom" group that are working to improve the city's outdoor spaces. Several residents have complained that there is not enough downtown parking but in reality there is an abundance of spaces, even though they may not be directly in front of the store being visited. Improvements to the streetscape will be initiated on Vaughn Avenue with potentially removing some street parking and creating boulevards to help attract people downtown. New self-cleaning, vandal-proof bathrooms have been ordered to be placed on the old Baron Radiator Shop site. These have heated floors which may allow winter usage. Work on the new boat launch has been started and there have been some challenges to the installation method. They are developing the City Park to include a Disc Golf Course.

9. Adjournment

Motion to adjourn by Ms. Sztynдор, Second by Ms. Gregor. Motion carried 5-0.
Meeting closed at 8:01 pm.

Recorded by:
Terri Erickson
Assistant Planner

Ref: 2026-144

COUNCIL AGENDA: 8.A.
(7/28/2026)

SUBJECT: Ordinance to Create Chapter 850 (2026-2045) Registration and Maintenance of Vacant Properties, Ashland City Ordinances (*Planning & Development*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Committee of the Whole (Recommended Approval with revisions at July 14th, 2026 Meeting)
City Attorney's office
City Administrator
Planning and Development Director

EXHIBITS: 1. Proposed Ordinance No. 2026-2045

EXPENDITURES REQUIRED: None

AMOUNT BUDGETED: None

APPROPRIATION REQUIRED: None

TREASURER'S CERTIFICATE: N/A

COMPLIANCE WITH CHAPTER 51: The Committee of the Whole reviewed this item and voted to move it to Council with revisions at the July 14th, 2026 COW meeting.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

The City Administrator and Planning Director have worked on an ordinance to require the registration of vacant properties and establish inspection and maintenance requirements for these properties. The ordinance draft has come before the Committee of the Whole, most recently at the July 14th, 2026 COW meeting. At the meeting the COW was supportive of the ordinance draft but had some questions and requested some revisions. Staff has since made revisions based on COW input. The ordinance requires owners of vacant properties to register them with the City. The ordinance requires periodic inspections of the properties and increased registration fees for each year a property remains vacant. The intent of the ordinance is to ensure that the City is aware of the vacant properties, require upkeep of the properties, and reduce the potential for neighborhood blight. Please see the included ordinance draft for more information.

Sequential Ordinance No 2026-2045

ORDINANCE TO CREATE CHAPTER 850 (2026-2045) ~~VACANT PROPERTY~~ REGISTRATION REGARDING THE REGISTRATION AND MAINTENANCE OF VACANT PROPERTIES, ASHLAND CITY ORDINANCES

The Mayor and Common Council of the City of Ashland do ordain as follows:

SECTION I:

Chapter 805 (2026-2045) shall be created to read as follows:

850.01 Purpose.

The purpose of this article is to establish a vacant property registration program and to regulate the maintenance of vacant properties by parties asserting a collateral or other legal or equitable interest in the property. This article is intended to reduce and prevent neighborhood blight, to ameliorate conditions that threaten the health, safety and welfare of the public, to promote neighborhood stability and residential owner occupancy by preserving the condition and appearance of properties, and to maintain property values and assessments.

850.02 Definitions.

- a) *"Agent"* means a person, firm or other entity that is responsible to a bank, lender, other financial institution or individual, for securing, maintaining, foreclosing upon or selling any property as the result of loan default or mortgage foreclosure proceedings whether or not the proceedings are judicial or initiated as the result of a power of sale clause in the mortgage document. In this section, agent does not include a servicing company. Except, however, an attorney shall not be deemed to be an agent if that attorney is retained solely to represent a bank, lender or other financial institution in connection with a foreclosure proceeding in a court of competent jurisdiction.
- b) *"Financial institution"* means any individual, firm, corporation or entity other than a lender or duly constituted bank that asserts a collateral interest in residential real property as the result of an assignment, sale or transfer of a mortgage or similar instrument.
- c) *"Foreclosure"* means the judicial process prescribed by Wis. Stats. ch. 846 and the process for non-judicial sale authorized by a power of sale clause in a mortgage document.
- d) *"Occupied property" or "occupied premises"* refers to premises upon which any persons ~~over one~~ *year of age, including an owner or operator*, lives, sleeps, cooks, or otherwise maintains actual possessions.
- e) *"Owner"* means any person, agent, operator, or entity having a legal or equitable interest in the premises, or recorded in the official records of the state, county or municipality as holding title to the premises; or otherwise having control of the premises, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person, if ordered to take possession of real premises by a court.

- f) *"Property"* means any unimproved or improved real property or portion thereof, situated in the city and includes the buildings or structures located on the property regardless of condition.
- g) *"Secured"* means a building that has a permanent door or window in each appropriate building opening that is secured to prevent unauthorized entry and has all its door and window components, including frames, jambs, rails, stiles, muntins, mullions, panels, sashes, lights and panes intact and unbroken.
- h) *"Servicing company"* means an individual, firm or entity that, as a regular part of its business, provides services to the owner or holder of one or more mortgage liens which services may include collection of payments, creation and administration of escrow and insurance accounts, assessment of late-payment charges, managing loss mitigation, and securing and managing foreclosed properties on behalf of the holder of a mortgage lien or the holder's attorney or agent.
- i) *"Unsecured"* means any building that does not meet the definition of secured.
- j) *"Vacant"* means entire abandonment or non-occupancy for any purpose other than residential uses. Vacant shall also include buildings that lack habitual presence of human beings who have a legal right to be on the premises, or at which substantially all lawful business has ceased operation within.

850.03 Vacant Property Registration

- a) The owner (or the owner's agent or trustee) of vacant property whether vacant and secure or vacant and unsecured, shall register with the City no later than the earliest of:
 - 1) Ninety days after the premises become vacant; or
 - 2) Thirty days after being notified by an enforcement officer of the requirement to register; or
 - 3) Thirty days after a bank, lender, or other financial institution shall, directly or through an agent or servicing company, initiate foreclosure proceedings by filing a summons and complaint in Ashland County Circuit Court upon residential real property.
- b) The owner (or the owner's agent or trustee) of the vacant property, shall submit a registration fee as pursuant to the City's fee schedule and register the property on a form prescribed by the City administrator or his designee that includes, but is not limited to:
 - 1) A description of the premises, e.g., square footage, number of stories, age of buildings, and most recent or current use of buildings.
 - 2) A statement of physical inspection of the premises including one or more photographs of the property accurately portraying current condition of the exterior premises.
 - 3) The name and addresses of all known lien holders and or parties with a legal or equitable ownership interest such as bank, lender, or financial institution including address(es), phone number(s), and/or email address(es).
 - 4) The name of the agent designated to act on the behalf of the owner to accept legal processes and notices and to authorize repairs as required including address(es), phone number(s), and/or email address(es).
 - 5) If applicable, the date that foreclosure proceedings were commenced and the docket number of the foreclosure action, a description of the external condition of the property and accessory structures on the property.

Commented [KP1]: This definition is awkward. Is this addressing residential and commercial? A frequent definition I saw in ordinances I reviewed was "a building which lacks habitual presence of human beings who have a legal right to be on the premises, or at which substantially all lawful business or construction operation or residential occupancy is at a level or at least 95 percent vacant. Also, does the property need to be occupied for a certain amount of time for it to no longer be considered vacant. For example, one ordinance had language that occupancy of less than 90 consecutive days will not be considered to remove a property from vacancy status.

- 6) Information identifying the location of the property, the last known owner or owners of the property, last known contact information for owners including address(es), phone number(s), and/or email address(es).
- c) The owner of the vacant premises shall be responsible for the annual payment of a nonrefundable registration fee. The registration shall be renewed each year that the property is vacant accompanied by a nonrefundable renewal registration fee. The registration fee will be listed on the City's Comprehensive Fee Schedule.
- d) Any new owner shall register or re-register the vacant premises with the City within 30 days of any transfer of an ownership interest in vacant premises. The new owner will comply with any approved plan and timetable submitted by the previous owner until any proposed changes are submitted and meet the approval of the City.
- e) Registration does not exonerate the owner from compliance with all applicable codes and ordinances, including this article; nor does it preclude any of the actions the City is authorized to take pursuant to this article or otherwise under the Municipal Code.
- f) Occupancy of less than 90 consecutive days will not be considered to remove a property from vacant status.
- g) Exemptions: The following are exempt from the provisions of this article:
 - 1) Property owned by the City or its instrumentalities.
 - 2) Property that is actively offered for sale, lease or rent for the first six months from the date of listing the property for sale, lease or rent.
 - 3) Property that is part of an estate that is currently in probate and not subject to bankruptcy proceedings
 - 4) A single family home or owner-occupied 2-family dwelling residential property that has been used as a residence by the owner for a period of at least 3 consecutive months within the previous 9 months and the owner intends to resume residing at the property

850.04 Minimum Requirements for Vacant Property

- a) Inspections.
 - 1) *Initial Inspection.* The owner (or the owner's agent or trustee) of vacant property shall provide access to the City to conduct an exterior and interior inspection of the property to determine compliance with this section and applicable building codes, laws and regulations, following reasonable notice. If any owner (or the owner's agent or trustee) of vacant property does not provide access to the property for an inspection at the scheduled time, the City may apply for a special inspection warrant.
 - 2) Periodic inspections. A re-inspection of the vacant property by the City shall occur at least once every 90 days following the initial inspection until such time as the property is no longer vacant or is sold at a sheriff's sale or is otherwise lawfully conveyed to a new owner.
 - 3) If the vacant property is found to be in violation of this section or other applicable ordinances, codes, laws or regulations, the City shall issue a written notice of the violation and provide thirty (30) days for violations of this section to be corrected. For violations of other applicable ordinances, codes, laws, or regulations the City shall issue a written notice

Commented [KP2]: Does the City want to perform this inspection by the City inspector or wants the owner to get its own inspection and share with the City? Most of the ordinances I reviewed from other cities had the City inspector doing the inspection. If that occurs, will need a section of allowing the City inspector access to the building. Also, does the City want an initial inspection prior to issuing the registration? If there are building code violations or other property maintenance issues prior to the issuance of the registration, does the City want to require those to be fixed prior to issuing the registration?

Commented [SW3R2]: City Inspector

of the violation and provide time as provided for in those Sections for the violation to be corrected.

b) Exterior and interior maintenance

- 1) It is prohibited to accumulate or permit the accumulation of junk, trash, debris, boxes, lumber, scrap metal or any other materials that may produce any health, fire or safety hazard, or provide harborage for rodents or other animals.
- 2) Every foundation, roof, floor, wall, stair, ceiling or other structural support shall be safe and capable of supporting the loads associated with normal usage and shall be kept in sound condition and repair.
- 3) Any plumbing fixtures, including those used for operation of sprinkler systems, shall be maintained with no leaking pipes, and all pipes for water shall either be completely drained or heated to resist being frozen.
- 4) Every exterior exit door or opening large enough for a person to penetrate shall be secured with a lock, or with a locking mechanism deemed equivalent or better by the building inspector. Every exit door shall be capable of being opened from the inside easily and without the use of a key or special knowledge.
- 5) A working fire department lockbox (Knoxbox) key shall be provided and maintained for buildings that otherwise would require a Knoxbox.
- 6) An existing alarm system shall remain operational for buildings with sprinkler systems.
- 7) Exterior and interior stairs shall have treads, platforms, risers and railings that are sound, securely fastened and have no rotting, loose or deteriorating supports.
- 8) Every owner shall be responsible for the extermination of insects, rodents and other vermin in or about the premises.
- 9) Any opening on a building shall be closed and sealed to prevent damage from weather or nature.
- 10) Boarding of vacant properties as a method for permanent security or closing of openings is prohibited. Temporary boarding including but not limited to boarding of windows and doors for emergency purposes shall be allowed for no more than 30 days.

850.05 Penalties

Any property owner or entity functioning as an agent or trustee of an owner failing to comply with any provisions of this section shall be subject to the following penalties:

- a) The penalty for violating any provision set forth in this article shall be a forfeiture of not less than \$100.00 nor more than \$1,000.00 together with the costs of prosecution.
- b) In addition to any other remedies herein or at law and/or equity, the City may seek injunctive relief to enjoin and/or abate such violation and/or its continuance.
- c) In addition to any other penalty imposed under this section, failure to pay any City fees for registration or property maintenance shall be charged as a lien against the real estate and may be assessed and collected as a special charge.

SECTION II:

Effective Date. *This ordinance shall take effect on the day after publication.*

PASSED: July 28, 2026
PUBLISHED: August 6, 2026

ATTEST:

Denise Oliphant, City Clerk

APPROVED AS TO FORM:

Tyler Wickman, City Attorney

Alderson

Matthew MacKenzie, Mayor

Ref: 2026-147

COUNCIL AGENDA: 9.A.
(7/28/2026)

SUBJECT: Ordinance to Amend Chapter 165 (1952) Comprehensive Fee Schedule,
Ashland City Ordinances (*Clerk*) Roll

RECOMMENDATION: Approval

**DEPARTMENT OF
ORIGIN:** City Clerk

CLEARANCES: The Council as Committee of the Whole previously discussed and approved for this item to move forward to the Council for formal approval.

EXHIBITS: 1. Proposed Ordinance No. 2026-2046

**EXPENDITURES
REQUIRED:** N/A

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

**TREASURER'S
CERTIFICATE:** N/A

COMPLIANCE WITH CHAPTER 51: The Council as Committee of the Whole previously discussed and approved for this item to move forward to the Council for formal approval.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: The intent of the Vacant Housing Ordinance is to reduce and prevent neighborhood blight, to ameliorate conditions that threaten the health, safety, and welfare of the public, to promote neighborhood stability and residential owner occupancy by preserving the condition and appearance of properties, and to maintain property values and assessments. Staff is of the opinion that the goals of the Vacant Housing Ordinance are consistent with the goals of other City ordinances and the Strategic Plan.

SUMMARY STATEMENT:

The newly created Chapter 850 (2026-2045) Vacant Property Ordinance imposes changes to the City's fee schedule. Staff is requesting approval of the attached ordinance to include those fees.

VACANT PROPERTY REGISTRATION FEES:	
Initial Registration Fee (Year 1)	\$150
Second Registration Fee (Year 2)	\$300
Third Registration Fee (Year 3)	\$600
Fourth and Subsequent Registration Fees (Years 4 onward)	\$750

Sequential Ordinance No. 2026-2046

ORDINANCE TO AMEND CHAPTER 165 (2021-1952) COMPREHENSIVE FEE SCHEDULE, ASHLAND CITY ORDINANCES

The Mayor and Common Council of the City of Ashland do ordain as follows:

Section I

Planning, Zoning and Development Fees

AE. Registration and Maintenance of Vacant Properties *shall be added to Exhibit I to read as follows:*

Vacant Property Registration Fees	
Initial Registration Fee (Year 1)	\$150.00
Second Registration Fee (Year 2)	\$300.00
Third Registration Year (Year 3)	\$600.00
Fourth and Subsequent Registration Fees (Year 4 and onward)	\$750.00

Section II

Effective Date of Ordinance: This ordinance shall take effect on the day after publication.

PASSED: July 28, 2026

PUBLISHED: August 6, 2026

ATTEST:

Charles Ortman, Council President

Denise Oliphant, City Clerk

Matthew MacKenzie, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

Ref: 2026-146

COUNCIL AGENDA: 9.B.
(7/28/2026)

SUBJECT: Ordinance to Amend Chapter 781 (1764) City of Ashland "Unified Development Ordinance (UDO)", Ashland City Ordinances, to Define and Permit "Local Farm Products - Sales" as a Permitted Home Occupation (*Planning & Development*) Roll.

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Plan Commission (Recommended approval at their July 21, 2026 Plan Commission meeting
Planning and Development Director
City Attorney's office

EXHIBITS:

1. Proposed Ordinance No. 2026-2047
2. Staff Report - Plan Commission July 21, 2026
3. Part 5.1.F. Home Occupation Section - Marked Up
4. Part 12.2 Defined Terms - Marked up

EXPENDITURES REQUIRED: None

AMOUNT BUDGETED: N/A

APPROPRIATION REQUIRED: N/A

TREASURER'S CERTIFICATE: N/A

COMPLIANCE WITH CHAPTER 51: The Plan Commission reviewed this item at the July 21, 2026 Plan Commission meeting and recommended approval with revisions.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: The Comprehensive Plan mentions environmental sustainability (pg. 18) and states on the same page

that the community will "Encourage business growth that leverages the surrounding agricultural resources." Additionally, the Sustainability section of the Comprehensive Plan recommends best practices including increasing access to local food (pg. 69). The proposed ordinance amendments would encourage increased sales of local farm products through Home Occupations in a way that is not currently possible. This would encourage local business growth which leverages the surrounding agricultural resources and increase access to local food options.

SUMMARY STATEMENT:

Staff and local farmer/property owner Michael McCutchen have worked on draft amendments to the Unified Development Ordinance (UDO) to allow for the sales of local food products as a home occupation. The Plan Commission reviewed and discussed the proposed amendments at their May 19, 2026 meeting. Based on input from the Plan Commission, staff and Mr. McCutchen met and refined the ordinance draft. Staff presented the revised ordinance draft to the Commission at their July 21, 2026 meeting. The Plan Commission recommended approval of the revised ordinance amendments with revisions which staff has incorporated since the July 21, 2026 meeting.

The proposed amendments include the creation of a section for "Local Farm Products - Sales" in the Home Occupation section of Part 5 of the UDO and the creation of a definition for "Local Farm Products - Sales" in Part 12 (Definitions section) of the UDO. Please see the included ordinance draft and Plan Commission staff report for more information.

Sequential Ordinance No. 2026-2047

ORDINANCE TO AMEND CHAPTER 781 (1764) CITY OF ASHLAND “UNIFIED DEVELOPMENT ORDINANCE (U.D.O)” AND ZONING DISTRICT MAP IN PAMPHLET FORM, ASHLAND CITY ORDINANCES

The Mayor and Common Council of the City of Ashland do ordain as follows:

SECTION I

Part 5 Specific Use Standards

5. 1. Residential Uses:

F. 2. Permitted Home Occupations. *shall be amended to read as follows:*

c) Types of Permitted Home Occupations

1. Accounting, tax preparation, bookkeeping, and payroll services;
2. Artists, sculptors, and composers;
3. Baking and cooking;
4. Catering;
5. Child care: for 1 to 3 children as an unlicensed family daycare;
6. Computer systems design, repair, and related services;
7. Computer training;
8. Craft work, such as jewelry-making and pottery;
9. Drafting services;
10. Engineering, architecture, and landscape architecture;
11. Financial planning and investment services;
12. Hair salon, barbering, hairdressing, and other personal care services;
13. Home offices;
14. Information and data processing services;
15. Insurance sales;
16. Interior decoration (no studio permitted);
17. Internet sales;
18. Legal services;
19. Local Farm Products-Sales
20. Mail order business;
21. Musical instruction, voice, or instrument;
22. Musical instrument tuning and repair;
23. Offices for professional, scientific, or technical services or administrative services;
24. Photographic services;
25. Professional services, including the practice of law;
26. Real estate services and appraisal;
27. Sale of firewood, provided that: no on-site processing occurs; and that all on-site wood storage meets the requirements of the City of Ashland [Ordinance 750](#): Property Maintenance Ordinance, Section 750 (B): Firewood Storage;
28. Tailoring (e.g., dressmaking and alterations) services;

- 29. Teaching of crafts and incidental sale of supplies to students;
- 30. Telephone answering and message services; and
- 31. Tutoring.
- 32. Other uses as determined by Zoning Administrator or other authorized agent.

And

Standards for Permitted home Occupations. *shall be amended to read as follows:*

- a) The home occupation shall not result in the need for more than two (2) parking spaces at any given time in addition to spaces required by the occupant of the home. Exceptions include open house events, which shall not occur more than one per quarter annually;
- b) Not more than two (2) customer vehicles present on/at the property at one time, and no more than six (6) customer vehicle trips for business purposes per hour. Volume of vehicular or pedestrian traffic or parking shall not result in congestion or be in excess of what is normal in a residential neighborhood. . Hours for visits shall be between 8:00 AM and 8:00 PM;
- c) No more than twenty-five (25) percent of the total area of the principal structure shall be used for the home occupation activity;
- d) No structural alterations or construction involving features not customarily found in dwellings;
- e) Articles for sale may not be displayed outside the principal structure, with the exception of firewood meeting the requirements of the City of Ashland [Ordinance 750](#): Property Maintenance Ordinance, Section 750 (B): Firewood Storage or pumpkins, fruits, or vegetables by property owners engaged in Local Food Sales meeting the requirements of this Section and applicable County and State regulations;
- f) There shall be no exterior storage of equipment or materials used in connection with the home occupation, with the exception of firewood meeting the requirements of the City of Ashland [Ordinance 750](#): Property Maintenance Ordinance, Section 750 (B): Firewood Storage;
- g) Shall not involve the repair of vehicles and motors or construction of equipment and machinery;
- h) Deliveries and pickups shall be those normally associated with residential services, shall not block traffic circulation, and shall occur only between 8:00 AM and 8:00 PM, Monday through Sunday. An exception is permitted for deliveries made using the resident's vehicle(s);
- i) There shall be no detriments to the residential character of the neighborhood due to the emission of noise, odor, smoke, dust, gas, heat, vibration, electrical interference, traffic congestion, or other nuisances resulting from the home occupation;
- j) Storage of goods and materials shall not include flammable, combustible, or explosive materials which exceed typical levels allowable on a residential property;
- k) Existing public facilities and utilities shall be adequate to safely accommodate equipment used for the home occupation;

- l) Signage for home occupations shall comply with the requirements set forth in Section 6.6: Signs.

And

4. shall be amended to read as follows:

4. Standards for Local Farm Products, Sales.

- a) Products for sale must contain a minimum of 70% by weight ingredients from a farm operated and labored on by the resident (property owner or tenant) seeking a permit.
- b) Sales of ready to eat items shall be restricted to products in sealed packages only. No unsealed meals shall be served/sold on the premises.
- c) Products must not be adulterated or misbranded and must be stored safely to keep food safe prior to sale.
- d) No processing of products other than canning shall occur on the residential property.
- e) Renters wishing to sell local farm products must have the approval of their landlord. Such written approval must be maintained by the tenant and available upon request of City staff.
- f) Farmers who are property owners or tenants of the residential property may have a single Farm Stand, not to exceed 36 x 48 inches in footprint and not located in any vision triangle. Tenants must have approval of their landlords. Such written approval must be maintained by the tenant and available upon request of City staff. The Farm Stand must meet accessory structure setbacks.
- g) The property owner or tenant shall not have more than two (2) customer vehicles present on/at the property at one time, and no more than six (6) customer vehicles per hour. Volume of vehicular or pedestrian traffic or parking shall not result in congestion or be in excess of what is normal in a residential neighborhood.
- h) All products sold shall comply with all applicable local, state, and federal health and safety standards and the property owner or tenant conducting local food sales shall have all required County and State approvals and licenses.

And

4. Rural Home Occupations – Permitted Home Occupations. *shall become number 5.*

And

5. Standards for Permitted Rural Home Occupations in the Future Development District (FD) *shall become number 6.*

SECTION II

Part 12 Definitions

12.2 Defined Terms: *shall be amended to include as follows in alphabetical order:*

Local Farm Products, Sales. Home sales of residents' local farm products in which residential owners or tenants sell products in which at least 70% by weight ingredients are from a local farm on which the resident participates in the labor of farming.

SECTION III

Effective Date of Ordinance: This ordinance shall take effect on the day after publication.

PASSED: July 28, 2026

PUBLISHED: August 6, 2026

ATTEST:

Charles Ortman, Council President

Denise Oliphant, City Clerk

Matthew MacKenzie, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

Find yourself next to the water.



City of Ashland, Wisconsin
601 Main Street West Ashland, WI 54806 www.coawi.org

**DEPARTMENT OF
PLANNING &
DEVELOPMENT**
601 Main Street West
Ashland, WI 54806

STAFF REPORT

Plan Commission – July 21st, 2026

Agenda Item # 6a: Public Hearing and vote on Unified Development Ordinance Text Amendments

Applicant: Planning and Development Department

Staff Contact: Steven Wiley

Background

Planning staff is proposing text amendments to two sections of the Unified Development Ordinance (UDO). Proposed ordinance amendments include amendments to the Home Occupation section and Definitions section. Staff's intent is to allow for a new Home Occupation use to allow for Local Food Sales as a Home Occupation.

Local resident/property owner Michael McCutchen has spoken with City staff throughout the past few years regarding his interest in having the ability to sell products he makes from his local farm at his residential property in the City as a Home Occupation. Part 5 of the UDO contains a Section regulating Home Occupations. Currently, the ordinance does not list Local Food Sales as a permitted Home Occupation. Mr. McCutchen owns a local farm and would like to have the ability to sell frozen beef in sealed packages at his home. The beef would be from his farm and produced at a USDA licensed Butcher. No processing of meat or other products would occur at his property. Mr. McCutchen stated that in the future, he could see potentially selling corn products including corn chips, grits, masa dough, and similar products. These are longer term ideas. Mr. McCutchen has requested that Planning staff consider an amendment to the UDO to allow the limited sales of local food products as a Home Occupation.

Mr. McCutchen did some research and staff also reached out to Taia McColley who is the Environmental Health Sanitarian for Ashland County. Ashland County requires a prepackage retail food (not serving meals) license. It is the lowest complexity license the County offers. They allow this license in almost any environment because there is no food processing occurring. All that is needed is a clean and dry space free from pests. No hand wash sinks, dishwashing, or washable floor or walls are required. Ms. McColley explained that in the past she has received questions from community members about making a commercial kitchen in a garage or tiny home on their properties. The County allows for certain items to be canned at home and items from the cottage food rules to be made at home without a commercial kitchen or licensing. Mr. McCutchen has not requested the ability to process any items at his residential property and staff would not recommend allowing this as part of a home occupation.

Staff referred the ordinance draft to the Plan Commission for review and input at the May 19th, 2026 Plan Commission meeting. The Commission was supportive of the proposed ordinance amendment and did not believe an annual permit separate from the County's license was required. Since the May 19th meeting

the Planning Director met with Mr. McCutchen and further refined the ordinance draft based on input from him, the Plan Commission, and the City Attorney's office. Staff is now referring the revised draft back to Plan Commission for review and a recommendation to Council.

Analysis

The ordinance updates consist of revisions to the following sections of the Unified Development Ordinance:

- Part 5.1(F) (Home Occupation Standards)
- Part 12 (Definitions)

UDO Part 5.1(F) Home Occupation Standards

Proposes the inclusion of "Local Farm Products – Sales" as a permitted Home Occupation. The amendment includes creation of an additional UDO Part 5 subsection with specific standards for Local Farm Products – Sales.

UDO Part 12 Definitions

Creation and inclusion of a definition in the UDO for "Local Farm Products – Sales."

A redline draft of the proposed amendment is included in the packet materials.

Standards for UDO Text Amendment Review

The City of Ashland's Unified Development Ordinance Section 3.4 (C) Unified Development Ordinance Text Amendment – Approval Criteria (and all subsections thereof), create the legal framework for UDO Text Amendments for the City of Ashland. The following decision criteria were used to review the proposed UDO Text Amendments:

Consistency with the Comprehensive Plan

The proposed text amendments are consistent with the Comprehensive Plan. The plan mentions environmental sustainability (pg. 18) and states on the same page that the community will "Encourage business growth that leverages the surrounding agricultural resources." Additionally, the Sustainability section of the Comprehensive Plan recommends best practices including increasing access to local food (pg. 69). The proposed ordinance amendments would encourage increased sales of local farm products through Home Occupations in a way that is not currently possible. This would encourage local business growth which leverages the surrounding agricultural resources and increase access to local food options.

Promotion of the public health, safety, morals, and general welfare and efficiency and economy in the process of development

The proposed ordinance amendments promote the public health, safety, morals, and welfare and efficiency and economy in the process of development. Planning staff understand the desire of local farmers to sell products when possible. Staff believes the City can pass an ordinance amendment that allows this as a Home Occupation while establishing minimum standards intended to minimize the potential neighborhood impacts such as health concerns, noise, traffic, etc. that might result from an unregulated home business in a residential neighborhood. The proposed ordinance amendments clearly define "Local Farm Products – Sales" and allow for this as a Home Occupation which was not the case before. This ensures that the ordinance is more flexible for local farmers who own or rent property in the City. The draft ordinance amendments also provide a series of standards to be met by property owners or tenants engaged in the sales of Local Farm Products. These regulations include compliance with State and County licensing and health requirements, maximum numbers of customer groups/vehicles permitted at a given time, and restricting processing that can occur on a residential property. Staff is of the opinion that the proposed ordinance amendments will promote the public health, safety, and welfare while allowing more flexibility for property owners seeking to engage in Local Farm Sales.

Compatibility with present zoning and conforming uses of property and character of neighborhoods

All proposed ordinance changes are compatible with existing zoning and uses of property while having the potential to maintain the character of neighborhoods. Property owners and renters engaged in the sales of Local Farm Products would need to meet the requirements listed under the proposed ordinance amendments. No existing zoning classifications would need to change and the proposed amendments include standards regarding the number of customer groups permitted at a time, restriction on processing of products, and size limit on farm stands/displays. If property owners/tenants meet the standards proposed, staff does not anticipate neighborhood impacts any different than what would result from other currently permitted Home Occupations.

Principles of Sustainability specified in Section 1.4: Integration of Principles of Sustainability

The proposed UDO text amendments do not conflict with the Principles of Sustainability as described in the UDO. Local food and the availability of local food options are consistent with the Principles of Sustainability.

Recommendation

Staff recommends APPROVAL of the proposed UDO text amendments.

Additionally, as a Public Hearing is scheduled for the proposed UDO text amendment review, the Plan Commission should hear all input from the public prior to making a determination. A Class 2 public notice was issued on July 2nd and July 9th.

Approvals are based on background information provided by the applicant and known conditions. Deviations from this information may be considered a change in the application and reconsideration and possible revision to the approvals may be made by the Plan Commission and Common Council.

Home Occupation. A home occupation shall be allowed in those zoning districts where they are a permitted use. A person with a home occupation that exceeds any standard listed in Section 5.1 F.3.: Standards for Permitted Home Occupations shall be required to obtain a conditional use permit pursuant to Section 3.9: Conditional Use Permit. All home occupations shall also comply with all other applicable local, State or Federal regulations.

1. Intent.

1. Establish criteria for operation of home occupations as a secondary use in all districts permitting residential use;
2. Permit and/or regulate the conduct of home occupations as an accessory use in a dwelling unit, whether owner- or renter-occupied;
3. Ensure that such home occupations are compatible with, and do not have a harmful effect on, adjacent and nearby residential properties and uses;
4. Ensure that public and private services, such as streets, sewers, or water or utility systems, are not burdened by the home occupation to the extent that usage exceeds that normally associated with residential use;
5. Allow residents of the community to use their place of residence to enhance or fulfill personal economic goals, under certain specified standards, conditions, and criteria;
6. Enable fair and consistent enforcement of home occupation regulations; and
7. Promote and protect the public health, safety, and general welfare of the community.

2. Permitted Home Occupations.

1. Intent. Home occupations, as defined by this ordinance and permitted in this section, are allowed as an accessory use where the principle use is residential, in all zoning districts that permit residential use, for the reasons that they:
 1. Do not compromise the residential character of the area;
 2. Do not generate conspicuous traffic;
 3. Do not visually call unusual attention to the home; and
 4. Do not generate noise of a nonresidential level.
2. Standards. The standards set forth in this section shall be met. In cases where the character of the home occupation exceeds the requirements, the home occupation will either require a conditional use permit pursuant to Section 3.9: Conditional Use Permit or the use is not considered a home occupation, as determined by the Zoning Administrator or Designated Authorized Agent.
3. Types of Permitted Home Occupations.
 1. Accounting, tax preparation, bookkeeping, and payroll services;
 2. Artists, sculptors, and composers;
 3. Baking and cooking;
 4. Catering;
 5. Child care: for 1 to 3 children as an unlicensed family daycare;
 6. Computer systems design, repair, and related services;
 7. Computer training;
 8. Craft work, such as jewelry-making and pottery;
 9. Drafting services;
 10. Engineering, architecture, and landscape architecture;
 11. Financial planning and investment services;
 12. Hair salon, barbering, hairdressing, and other personal care services;
 13. Home offices;
 14. Information and data processing services;
 15. Insurance sales;

- 16. Interior decoration (no studio permitted);
- 17. Internet sales;
- 18. Legal services;
- 18-19. Local Farm Products-Sales
- 19-20. Mail order business;
- 20-21. Musical instruction, voice, or instrument;
- 21-22. Musical instrument tuning and repair;
- 22-23. Offices for professional, scientific, or technical services or administrative services;
- 23-24. Photographic services;
- 24-25. Professional services, including the practice of law;
- 25-26. Real estate services and appraisal;
- 26-27. Sale of firewood, provided that: no on-site processing occurs; and that all on-site wood storage meets the requirements of the City of Ashland Ordinance 750: Property Maintenance Ordinance, Section 750 (B): Firewood Storage;
- 27-28. Tailoring (e.g., dressmaking and alterations) services;
- 28-29. Teaching of crafts and incidental sale of supplies to students;
- 29-30. Telephone answering and message services; and
- 30-31. Tutoring.
- 31-32. Other uses as determined by Zoning Administrator or other authorized agent.

4. **Exempted Home Occupations.**

- 1. Baking, cooking and craft work created entirely for not for profit use, fundraising and donations, or for seasonal sales occurring no more than 4 times per year;
- 2. Sale of worms for bait, seasonally, from May 1 to September 30;
- 3. Those occupations with an annual income less than the Federal IRS minimum income requirement for self-employment. Refer to IRS Publication 334: Tax Guide for Small Business.

3. **Standards for Permitted Home Occupations.** The following requirements shall be met for the Home Occupations listed in this Subsection:

- 1. No more than 2 employees other than residents of the premises shall be permitted;
- 2. ~~Sales shall be limited to: mail order sales; telephone sales; and/or internet sales, all with off-site delivery;~~
- 3-2. Classes held on the premises shall have no more than four (4) students at any given time and shall be given within the principal structure only;
- 4-3. The home occupation shall not result in the need for more than two (2) parking spaces at any given time in addition to spaces required by the occupant of the home. Exceptions include open house events, which shall not occur more than one per quarter annually;
- 5-4. ~~Not more than two (2) customer vehicles present on/at the property at one time, and no more than six (6) customer vehicle trips for business purposes per hour. Volume of vehicular or pedestrian traffic or parking shall not result in congestion or be in excess of what is normal in a residential neighborhood. ten (10) customer vehicle trips for business purposes per day.~~ Hours for visits shall be between 8:00 AM and 8:00 PM;
- 6-5. No more than ~~twenty-five~~ twenty-five (25) percent of the total area of the principal structure shall be used for the home occupation activity;

Commented [SW1]: Plan Commission recommends removal 07/21/2026

- ~~7.6.~~ No structural alterations or construction involving features not customarily found in dwellings;
- ~~8.7.~~ Articles for sale may not be displayed outside the principal structure, with the exception of firewood meeting the requirements of the City of Ashland [Ordinance 750: Property Maintenance Ordinance, Section 750 \(B\): Firewood Storage](#) or pumpkins, fruits, or vegetables by property owners engaged in Local Food Sales meeting the requirements of this Section and applicable County and State regulations;
- ~~9.8.~~ There shall be no exterior storage of equipment or materials used in connection with the home occupation, with the exception of firewood meeting the requirements of the City of Ashland [Ordinance 750: Property Maintenance Ordinance, Section 750 \(B\): Firewood Storage](#);
- ~~10.9.~~ _____ Shall not involve the repair of vehicles and motors or construction of equipment and machinery;
- ~~11.10.~~ _____ Deliveries and pickups shall be those normally associated with residential services, shall not block traffic circulation, and shall occur only between 8:00 AM and 8:00 PM, Monday through ~~Saturday~~Sunday. An exception is permitted for deliveries made using the resident's vehicle(s);
- ~~12.11.~~ _____ There shall be no detriments to the residential character of the neighborhood due to the emission of noise, odor, smoke, dust, gas, heat, vibration, electrical interference, traffic congestion, or other nuisances resulting from the home occupation;
- ~~13.12.~~ _____ Storage of goods and materials shall not include flammable, combustible, or explosive materials which exceed typical levels allowable on a residential property;
- ~~14.13.~~ _____ Existing public facilities and utilities shall be adequate to safely accommodate equipment used for the home occupation;
- ~~15.14.~~ _____ Signage for home occupations shall comply with the requirements set forth in Section 6.6: Signs.

4. Standards for Local Farm Products, Sales.

1. Products for sale must contain a minimum of 70% by weight ingredients from a farm operated and labored on by the resident (property owner or tenant) seeking a permit.
2. Sales of ready to eat items shall be restricted to products in sealed packages only. No unsealed meals shall be served/sold on the premises.
3. Products must not be adulterated or misbranded and must be stored safely to keep food safe prior to sale.
4. No processing of products other than canning shall occur on the residential property.
5. Renters wishing to sell local farm products must have the approval of their landlord. Such written approval must be maintained by the tenant and available upon request of City staff.
6. Farmers who are property owners or tenants of the residential property may have a single Farm Stand, not to exceed 36 x 48 inches in footprint and not located in any vision triangle. Tenants must have approval of their landlords. Such written approval must be maintained by the tenant and available upon request of City staff. The Farm Stand must meet accessory structure setbacks.
7. The property owner or tenant shall not have more than two (2) customer vehicles present on/at the property at one time, and no more than six (6) customer vehicles per hour. Volume of vehicular or pedestrian traffic or parking shall not result in congestion or be in excess of what is normal in a residential neighborhood.

8. All products sold shall comply with all applicable local, state, and federal health and safety standards and the property owner or tenant conducting local food sales shall have all required County and State approvals and licenses.

4.5. Rural Home Occupations – Permitted Home Occupations. The following home occupations are permitted in the Future Development District (FD), on parcels with five (5) acres or more, in addition to those specified above in Section 5.1 F.2.

1. Auto repair work;
2. Computer and office machine repair and maintenance;
3. Contractor and trade shops, indoor operations only, including electrical, plumbing, and mechanical;
4. Machine welding shops;
5. Office machinery and equipment rental and leasing; and
6. Processing and sale of firewood, provided that: all on-site wood storage meets the requirements of the City of Ashland [Ordinance 750](#): Property Maintenance Ordinance, Section 750 (B): Firewood Storage.

5.6. Standards for Permitted Rural Home Occupations in the Future Development District (FD). The Rural Home Occupations listed above in Section 5.1 F.4., shall meet the standards listed above in Section 5.1 F.3., with exception, the following standards based on the rural character of this district, are permitted.

1. Garages or detached accessory structures may be used for the home occupation activity.
2. Exterior storage of equipment or materials may be used, only in connection with the home occupation.
3. The repair of vehicles or motors or construction of equipment and machinery is allowable as a home occupation.
4. Storage of flammable, combustible, or explosive goods and materials is allowable in accessory structures if property storage and separate requirements are met and if authorized in writing by the Fire Chief.

Part 12 Definitions

12.1 General

12.2 Defined Terms

HISTORY

Amended by Ord. [2024-2003](#) on 7/30/2024

12.1 General

Unless the context otherwise requires, the following definitions shall be used in the interpretation of this Ordinance. If questions arise as to the interpretation of common usage terms, the Zoning Administrator or Designated Authorized Agent of the City shall refer to the definitions contained in Merriam-Webster's Collegiate Dictionary – Eleventh Edition or subsequent editions. Interpretations of land use activities shall be based on the most current North American Industry Classification System (NAICS), Office of Management and Budget (OMB), or subsequent editions. Interpretations of terms related to structures shall be based on the applicable building codes.

12.2 Defined Terms

For the purpose of this Ordinance, certain words as used herein are defined as follows:

A

A-Zones. Those areas shown on the Official Floodplain Zoning Map that would be inundated by the regional flood. These areas may be numbered or unnumbered A-Zones. The A-Zones may or may not be reflective of flood profiles, depending on the availability of data for a given area.

Abandoned vehicle. Any vehicle that has been left unattended without the permission of the property owner for more than forty-eight (48) hours. Refer to Section 342.40 of the Wisconsin Statutes for a more detailed definition.

Accessory use, structure, or building. A use, structure, or building subordinate to the principal use of a building or to the principal use of land and is located on the same parcel and serving a purpose customarily incidental to the use of the principal building or land use. Accessory uses or structures to residential principal uses may include but are not limited to: Garages, carports, decks, greenhouses established for more than ninety (90) days, manufactured fabric structures (such as those designed for storing cars, boats, or equipment but excluding various recreational tent structures pursuant to Section 5.1, I: Recreational Vehicles, Trailers and Camping other parking spaces, patios, swimming pools, tennis courts, tree houses and tool sheds. Structures consisting of garage space on the first floor and living quarters above are considered accessory dwelling units subject to Section 5.IE and 5.6.

Accessory structure: wireless telecommunication facility. A building or cabinet like structure located adjacent to or in immediate vicinity of a wireless telecommunication tower or antenna to house equipment customarily incidental to the receiving or transmitting of wireless broadcasts, cellular telephone call, voice messaging, and paging services.

Adult entertainment establishment. An establishment, including, but not limited to, an adult bookstore, adult theater, adult entertainment center, adult cabaret, adult strip club, adult steam room/bathhouse facility, or any other business whose primary business activity is characterized by emphasis on matters depicting, describing, or relating to nudity, sexual conduct, sexual excitement, sadomasochistic activity, or other related activity.

Adult family home. A facility licensed as an adult family home by the State of Wisconsin where three (3) or four (4) adults not related to the operator reside and are provided with care, treatment or services above the level of room and board. Such care and treatment may include up to seven (7) hours per week of nursing care per resident.

Adult retail establishment. An establishment in which ten (10) percent or more of the gross public floor area is devoted to, or ten (10) percent or more of the stock-in-trade consists of, the following: books, magazines, and other periodicals, movies, videotapes, compact discs, digital versatile discs, novelty items, games, greeting cards, and other materials that are distinguished or characterized by their

emphasis on matters depicting, describing, or relating to specified sexual activities: human genitals in a state of sexual stimulation or arousal; acts of human masturbation, sexual intercourse, oral copulation or sodomy; or other related activity.

Affordable housing. Housing in which mortgage, amortization, taxes, insurance, and condominium and association fees, if any, constitute no more than twenty-eight (28) percent of gross household income for a household of the size which may occupy the unit. In the case of dwelling units for rent, the rent and utilities constitute no more than thirty (30) percent of gross annual household income for a household of the size which may occupy the unit.

Agent. One who is authorized to act for or in the place of another, as a representative, emissary, or official of a government agency.

Agriculture. The use of land for agricultural purposes, including farming, dairying, pasturage, horticulture, floriculture, viticulture, animal and poultry husbandry, and the necessary accessory uses for packing, treating, or storing the produce; provided, however, that the operation of any such accessory uses shall be secondary to that of normal agricultural activities.

Agricultural research facility. The use of land to conduct research associated with agriculture. This term includes, but is not limited to, an agricultural test plot, arboretum, and related offices, classrooms, maintenance, and storage facilities.

Agricultural services. Establishments engaged in providing services to agricultural establishments and landowners including soil preparation, crop services, veterinary services, farm management, and landscape, and horticultural services.

Alley. A public way used primarily as a secondary service access to the rear or side of a property that abuts a street.

Airport. The *John F. Kennedy Memorial Airport* located in Ashland County and annexed by the City of Ashland, Wisconsin.

Airport affected area. The area located within three (3) statute miles of the John F. Kennedy Memorial Airport property boundaries.

Airport overlay certificate of compliance. A certification that the construction and use of the land or a building, is in compliance with all provisions of this ordinance.

Airport hazard. Any structure, object, natural growth, or use of land that obstructs the air space required for the flight of aircraft in landing or taking off at an airport or is otherwise hazardous to such landing and taking off.

Airport runway. A portion of the airport having a surface specifically developed and maintained for the taxiing, landing, and taking off of aircraft.

Animal boarding, grooming, or training. An establishment in which more than four domestic animals over the age of six (6) months may be kept for boarding, breeding, safekeeping, convalescence, humane disposal, placement, sale, bathing, trimming, training or sporting purposes. This term includes a commercial kennel.

Animal: commercial livestock. Animals or insects that are bred, raised, maintained or sold for commercial use and exceed quantities established under Section 5.6 B. Animals: Keeping of. Commercial livestock animals include horses, cattle, hogs, sheep, goats, bees and poultry.

Animal: domestic. An animal, including, but not limited to a dog and cat, that is commonly referred to as a pet, and that can generally be kept inside a dwelling. This term does not include a horse, pig, or similar animal that is typically kept only on agricultural or rural properties, and is not typically kept inside a dwelling. Chickens and rabbits may be considered domestic animals pursuant to the specific use standards of this Ordinance.

Animal: family farm (small). An animal that is bred, raised, or maintained on rural residential properties for non-commercial use. Small family farm animals include poultry, rabbits, and pigeons. Specifically

excluded from this definition are roosters, turkeys and geese. Family farm animals shall be specifically for use by the family living on the site and shall not be sold.

Animal: family farm (large). An animal that is bred, raised, or maintained on rural residential properties for non-commercial use. Large family farm animals include horses, ponies, donkeys, mules, llamas, emus, sheep, and goats. Specifically excluded from this definition are hogs and cattle. Family farm animals shall be specifically for use by the family living on the site and shall not be sold.

Animal processing. The cutting, grinding, manufacturing, compounding, intermixing or preparation of meat or meat food products for human consumption.

Animal: slaughter of (commercial and custom). The slaughter of food animals for human consumption on a commercial basis or as a custom service for an individual who owns the animal, and uses all the resulting products for his or her own consumption.

Antenna. Equipment used for transmitting or receiving radio frequency signals, which is attached to a tower, building, or other structure, usually consisting of a series of directional panels, microwave or satellite dishes, or omni-directional “whip” antennae.

Antenna elements: television. That portion or portions of the outside antenna system for television receiving apparatus or equipment that are electrically connected to the receiver.

Antenna mast: television. That portion of the outside antenna system for television receiving apparatus or equipment to which the antenna elements are attached.

Antenna tower or mast support: television. The support or extension required to elevate the antenna mast to a height deemed necessary for adequate operation.

Antenna support system. Any building, pole, telescoping mast, tower, tripod, or any other structure that supports an antenna.

Antenna system: television. The combination of any antenna elements, mast, and tower or mast support as defined by this Ordinance.

Antenna system height. The overall vertical length of the antenna system, as defined by this Ordinance, above the ground, or if such system is located on a building, then, above that part of the level of such building, upon which the system rests.

Antique store. A retail establishment in which the display of human-made articles produced or constructed at least fifty (50) years ago, or articles collected and recognized by a formal organization established to research, promote and provide information about such articles, covers at least eighty-five (85) percent of the display floor area. (See definition of retail establishment.)

Apiary. A place where bee colonies are kept.

Approval authority. Any City of Ashland official or employee vested with the duty or authority to review, approve, or issue a permit, certificate, license, citation, variance, appeal, plan, amendment, plat or map requested, submitted, or applied for under this ordinance.

Approved. To give formal or official sanction to by the Building Inspector, Zoning Administrator, Plan Commission, City Council, or other responsible entity.

Area: developed. The area of a parcel upon which improvements have been made.

Area: gross. The total area of land within the established parcel.

Area: undeveloped. The area of a parcel with no development. For the purposes of this Ordinance, undeveloped area shall exclude water bodies, stream channels, delineated or mapped wetlands, and designated natural areas.

Artist studio. Work space for one or more artists or artisans, including the accessory sale of art produced on the property.

Assembly hall. An establishment providing meeting space for social gatherings, including but not limited to wedding receptions, graduation parties, and business functions. This term includes, but is not limited to, a banquet hall, rental hall, meeting space for a club or membership organization. This term does not include a convention center.

Association. See Club or association.

Automated-teller machine (ATM). An electronic banking machine that takes the place of a human bank teller and allows the user to access basic bank services, such as making deposits and cash withdrawals from remote locations, twenty-four hours a day.

Average annual rainfall. A calendar year of precipitation, excluding snow, which is considered typical.

Awning. A shelter constructed of non rigid materials on a supporting framework projecting from and supported by the exterior wall of a building.

B

Bank or other financial institution. An establishment providing retail banking, credit, and mortgage services. This term does not include a currency exchange, a payday loan establishment, or a title loan agency. Unless specifically allowed in the district, this term does not allow for a drive-through window or an automated-teller machine (ATM) as an outright permitted use.

Base flood. The flood having a one (1) percent chance of being equaled or exceeded in any given year, as published by the Federal Emergency Management Agency (FEMA) as part of a Flood Insurance Study (FIS) and depicted on the Flood Insurance Rate Map (FIRM).

Basement. That portion of a building which is completely or partially below grade plane. A basement shall be counted as a story above grade plane where the finished surface of the floor above the basement is more than six (6) feet above grade plane or more than twelve (12) feet above the finished ground level at any point.

Batch plant: concrete or asphalt. A facility that produces or processes concrete or asphalt.

Bathroom. A room containing plumbing fixtures including a bathtub or shower.

Bed and breakfast establishment. An establishment that meets all of the following criteria:

1. Provides eight (8) or fewer rooms for rent, to no more than twenty (20) tourists or other transients for a length of time not to exceed ten (10) nights in a twelve (12) month period;
2. Is the owner's personal residence and is occupied by the owner at the time of rental;
3. Meals are served only to guests; and
4. Breakfast is the only meal served to guests.

Bee. Any life stage of the common domestic honey bee.

Beekeeper. A person who owns or has charge of one or more colonies of bees.

Best management practice (BMP). Structural or nonstructural measures, practices, techniques, or devices employed to avoid or minimize soil, sediment or pollutants carried in runoff to waters of the state.

Billboard. See *Sign: billboard*

Blight. A deteriorated condition.

Block. The property abutting a street between the two (2) nearest intersecting or intercepting streets. A railroad right-of-way, the boundary line of un-subdivided acreage, or a body of water shall be regarded the same as an intersecting or intercepting street for the purpose of defining a "block."

Bluff. A broad-faced or steep, promontory, bank, or cliff, primarily the result of erosion or excavation and having a vertical relief greater than ten (10) feet.

Boarding or rooming home. A dwelling unit, or part thereof, occupied by a single housekeeping unit where meals and lodging may be provided for three (3) or more persons not related to the owner for compensation by previous arrangement.

Boathouse. Any permanent structure designed solely for the purpose of protecting or storing boats and related equipment for noncommercial purposes.

Building. See *Structure*.

Building coverage. The percentage of a parcel that is covered by all principal and accessory buildings on the parcel.

Building height. The vertical distance from the grade level at the front wall of the building to the highest point of the coping of a flat roof or to the highest point of a mansard roof, or to the ridgeline of a gable, hip, or gambrel roof.

Building inspector. The building inspector of the City of Ashland.

Building: principal. A building in which is conducted the main or principal use of the property on which the building is situated.

Buildable area. That part of the parcel not included within the open space areas required by this Ordinance.

Bulkhead line. A geographic line along a reach of navigable water that has been adopted by a municipal ordinance and approved by the Wisconsin Department of Natural Resources pursuant to Section 30.11 of the Wisconsin Statutes and which allows limited filling between this bulkhead line and the original ordinary high water mark, except where such filling is limited by the floodway provisions of this Ordinance.

Business service. An establishment providing services to business establishments on a fee or contract basis, including but not limited to the following: Advertising services, business equipment and furniture sales or rental, protective services, employment agency, photocopy center, commercial photography studio, or mailing service. This term does not include maintenance, repair and office uses such as the following: Accounting, advertising, architectural design, community planning, environmental analysis, insurance, interior design, landscape design, law, management consulting, or title research and real estate.

C

Campground. Establishments primarily engaged in providing overnight or short-term sites for recreation vehicles, trailers, campers, and tents.

Camping unit. Any portable device, no more than four hundred (400) square feet in area, used as a temporary shelter, including, but not limited to a tent, camping trailer, motor home, bus, van, pick-up truck, or other mobile recreational vehicle.

Car wash. An establishment providing washing, waxing, or cleaning of light motor vehicles, including access and queuing lanes.

Catering service. An establishment providing the processing, assembly, and packaging of food into servings for consumption off-premises without provision for onsite pickup or consumption. This term includes, but is not limited to, the preparation of meals by a catering businesses or by a nonprofit organization operating a meal program.

Cemetery. A place for the interment of the dead. This term includes a columbarium or mausoleum, but does not include a funeral home, crematorium, or mortuary.

Cease and desist. A court issued order to halt the activity that is being conducted without a permit or in violation of this Ordinance.

Certificate of appropriateness. A certificate issued by the Historic Preservation Commission approving alteration, rehabilitation, construction, reconstruction, or demolition of a historic structure, historic site or any improvement in a historic district, refer to City of Ashland Ordinance 826.

Certificate of Compliance. See *Airport overlay certificate of compliance or Floodplain certificate of compliance*.

Channel. A natural or artificial watercourse of perceptible extent, with definite bed and banks to confine and conduct continuously or periodically flowing water. Channel flow is that water flowing within the limits of the defined channel.

Chair. The Chair of the Plan Commission, the Chair of the Zoning Board of Appeals, or other body as the context requires.

City. The incorporated City of Ashland, State of Wisconsin.

Civic uses. See *Government or community service use*.

Clinic. An establishment operated by one or more physicians, dentists, chiropractors, mental health professionals, or other licensed practitioners of the healing arts for the examination and treatment of persons solely on an outpatient basis.

Club or association. A nonprofit association of persons who are bona fide members, paying regular dues, and are organized for some common purpose, but not including a group organized solely or primarily to render a service customarily carried on as a commercial enterprise.

College. An educational institution authorized by the State of Wisconsin to award baccalaureate or higher degrees, or any campus of the State of Wisconsin vocational, technical, and adult education system. This term includes any classroom, sporting facility, music hall, office, and related uses associated with such institution. This term does not include a dormitory.

Co-location. The location of wireless telecommunication equipment from more than one provider on a common tower or structure.

Colony (bees). A hive and its equipment and appurtenances, including bees, comb, honey, pollen and brood. One (1) colony shall have the meaning of containing only one (1) queen.

Columbarium. A vault, wall, or similar structure with niches for urns containing ashes of the dead. Also see definition of cemetery.

Combined sewer system. A system for conveying both sanitary sewage and storm water runoff.

Commercial trailer. A vehicle for transporting commercial goods. Usually associated with a semi truck.

Common open space. Undeveloped land within a conservation subdivision that has been designated, dedicated, reserved, or restricted in perpetuity from further development and is set aside for the use and enjoyment by residents of the development. Common open space shall not be part of individual residential parcels. It shall be substantially free of structures, but may contain historic structures and archaeological sites including Indian mounds, and/or such recreational facilities for residents as indicated on the approved development plan.

Communication equipment: major. Commercial and public radio and television transmitting antennas, public utility microwave antennas, personal wireless antennas, and satellite dishes with a diameter of greater than three (3) feet.

Communication equipment: minor. Radio and television receiving antennas, including a single satellite dish with a three (3) foot diameter or less, short-wave radio dispatching antennas, or those antennas necessary for the operation of household electronic equipment, including radio receivers, federal licensed amateur radio stations, and television receivers.

Communication service. A public or commercial facility primarily engaged in the provision of broadcasting and other information relay services. This term includes radio and television studios, cable and Internet providers, and related services and equipment. This term does not include major communication equipment.

Community garden. A single piece of land gardened collectively by members of a community, typically in an urban environment.

Community living arrangement. Refers to any of the following:

1. Residential care center for children and youth. A facility operated by a child welfare agency licensed under Section 48.60 of the Wisconsin Statutes for the care and maintenance of children and youth residing in that facility.
2. Group home for children. A facility operated by a person required to be licensed by the Wisconsin Department of Health Services under Section 48.625 of the Wisconsin Statutes for the care and maintenance of five (5) to eight (8) children, as provided by Section 48.625 (1) of the Wisconsin Statutes.

Community-based residential facility. A place where five (5) or more adults who are not related to the operator or administrator and who do not require care above intermediate level nursing care, reside and receive care, treatment, or services that are above the level of room and board, but that include no

more than three (3) hours of nursing care per week per resident. This term does not include a convent or similar facilities.

Community service uses. See government and community service uses.

Comprehensive Plan. The long-range master plan for the desirable use and development of land in the City of Ashland as officially adopted and as amended from time to time by the Common Council after review by the Plan Commission.

Compost bin. A Compost bin is a structure built to house compost and designed so as to facilitate the decomposition of organic matter through proper aeration and moisture retention.

Composting. The biological decomposition of organic solid waste under conditions created, maintained or controlled by a person or an entity.

Composting facility: community. A public or private facility for the deposit and controlled biological reduction of organic wastes at a community or regional scale. This term does not include composting for personal use pursuant to the provisions of this Ordinance and City of Ashland's Ordinance 750: Property Maintenance.

Composting facility: indoor. A public or private facility housed within a structure for the deposit and controlled biological reduction of organic wastes at a community or regional scale. This term does not include composting for personal use pursuant to the provisions of this Ordinance and City of Ashland's Ordinance 750: Property Maintenance.

Conditional use permit. A document signed by the Zoning Administrator or Designated Authorized Agent specifying the requirements for which a conditional use may be permitted within a parcel. A conditional use is a use permitted within a district other than a permitted use.

Condominium. A community association combining individual unit ownership with shared use or ownership of common properties or facilities, established in accordance with requirements of the Condominium Ownership Act, Chapter 703, Wisconsin Statutes. A condominium is a legal form of ownership of real estate and not a specific building type or style.

Connected imperviousness. An impervious surface that is directly connected to a separate storm sewer or water of the state via an impervious flow path.

Conservation easement. The grant of a property right or interest from the property owner to a unit of government or nonprofit conservation organization stipulating that the described land shall remain in its natural, scenic, open, or wooded state, precluding future or additional development.

Conservation or wildlife management. Planned protection, preservation, and management of natural resources, including, but not limited to, plants, animals, and waters.

Construction site. An area upon which one or more land disturbing construction activities occur, including areas that are part of a larger common plan of development or sale where multiple separate and distinct land disturbing activities may be taking place at different times and on different schedules, but under one plan.

Conservation subdivision. A housing development in a rural setting that is characterized by compact parcels and common open space, and where the natural features of the land are maintained to the greatest extent practical.

Contiguous (parcel). A neighboring parcel, which shares a boundary with or touches the parcel physically.

Contractor's shop. An establishment used for indoor maintenance, repair, or storage of a contractor's vehicles, equipment, or materials. A contractor's shop may include the contractor's business office.

Contractor's yard. An establishment used for the outdoor repair, maintenance, or storage, of a contractor's vehicles, equipment, or materials, including the stockpiling of aggregate and other materials commonly used in the construction business. This term does not include a batch plant that produces concrete or asphalt.

Convalescent home. See *Nursing home*.

Convenience store. See *Retail, convenience*.

Convent (rectory and monastery). A building used to house the staff of a religious institution or the members of a religious organization.

Corner side yard. See *Yard: corner side*.

Council. The Common Council of the City of Ashland, Wisconsin.

Courtyard. An open, unoccupied and unobstructed space, other than a yard, on the same parcel with a building or group of buildings.

Crawlspace or crawlway. An enclosed area below the first usable floor of a building, generally less than five (5) feet in height, used for limited access to plumbing and electrical utilities.

Cul-de-sac. A permanent street terminating at one end without connecting with another road and designed so that it cannot be further extended without taking property not dedicated as a street.

Cultural institutions. An institution that displays or preserves objects of interest to the arts or sciences. This term includes, but is not limited to, museums, art galleries, aquariums, and planetariums.

Currency exchange. In accordance with Section 218.05 of the Wisconsin Statutes, any person, except banks incorporated pursuant to Wisconsin law, national banks pursuant to United States law, and any credit union operating under Chapter 186 of the Wisconsin Statutes, which obtains a certificate of authority from the Wisconsin commissioner of credit unions, engaged in the business of and providing for facilities for cashing checks, drafts, money orders, and all other evidences of money acceptable to such community currency exchange for a fee, service charge, or other consideration. This term does not include any person engaged in the business of transporting for hire, bullion, currency, securities, negotiable, or nonnegotiable documents, jewels, or other property of great monetary value, nor any person engaged in the business of selling tangible personal property at retail nor any person licensed to practice a profession or licensed to engage in any business in Wisconsin, who in the course of such business or profession and, as incident thereto, cashes checks, drafts, money orders, or other evidences of money.

Cutoff light fixture. See *Shielded or cutoff light fixture*.

D

Day care: licensed family home. A dwelling unit licensed as a family day care center by the State of Wisconsin, pursuant to Section 48.65 of the Wisconsin Statutes, and Chapter DCF 250 of the Wisconsin Administrative Code, where a resident of the dwelling provides care for not more than eight (8) children at any given time for less than twenty-four (24) hours at a time.

Day Care: licensed group child care center. Licensed group child care center by the State of Wisconsin, pursuant to Section 48.65 of the Wisconsin Statutes, and Chapter DCF 251 of the Wisconsin Administrative Code, where a person for less than twenty four (24) hours a day provides care and supervision for nine (9) or more children who are not related to the provider.

Day care: unlicensed family home. A dwelling unit where a resident of the dwelling provides care for not more than three children for less than twenty-four (24) hours at a time.

Day care center: commercial. A facility in which the operator is provided compensation in return for providing individuals with care for less than twenty-four (24) hours at a time. This term includes, but is not limited to the following: day nursery, nursery school, adult day care center, or other supplemental care facility. This term also includes a day care center that is accessory to another use and that is intended for use by the employees of the principal uses and their immediate family. This term does not include family home day care in which the operator resides.

Deck. An unenclosed exterior structure that has no roof or walls, but has a permeable floor that allows the infiltration of precipitation.

Density. The number of dwelling units per net acre of land after land for streets and other public purposes is removed.

Designated Authorized Agent. An employee of the City who has been designated by the department's established approval authority, and has been given the power to act on behalf of said approval authority.

Developer. A person, company, or a property owner's authorized agent who develops real estate, especially by preparing a site for residential, industrial or commercial use in order to build or sell.

Development. Any human made changes to improved or unimproved real estate, including, but not limited to the construction of buildings, structures, or accessory structures; the construction of additions or substantial alterations to buildings, structures or accessory structures; the placement of manufactured homes or mobile homes; ditching, lagooning, dredging, filling, grading, paving, excavation, or drilling operations, and the deposition or extraction of earthen materials.

Development envelope. An area within which grading, lawns, pavement, and building will be located.

Development: pedestrian oriented. Pedestrian-friendly development with an emphasis primarily on providing safe and efficient opportunities for people of all ages and abilities to access commercial and residential destinations, to encourage people to walk rather than drive to destinations so as to reduce traffic congestion and environmental impacts from automobiles, and to promote economic, environmental and personal health and well-being.

Dormitory. A building used as a group living quarters for students associated with a college, university, boarding school, or similar institution.

Drainage system. One or more artificial ditches, tile drains, similar devices that collect surface runoff of groundwater and convey it to a point of discharge.

Drive-in restaurant. See *Restaurant: drive-in*.

Drive-through window. An establishment that allows patrons in a vehicle to drive up to a window for service. A drive-through window is typically associated with fast food restaurants, banks or other financial institutions and pharmacies.

Driveway. Private access from a public way to one (1) or two (2) parcels.

Drop-in center. See personal care services or drop-in center.

Dry cleaning and laundry drop off and pick up. An establishment that launders or dry cleans articles dropped off on the property directly by the customer, or where articles are dropped off, sorted, and picked up, but where laundering or cleaning is done elsewhere.

Dryland access. A vehicular access route that is above the regional flood elevation and that connects land located in the floodplain to land outside the floodplain, such as a road with its surface above the regional flood elevation and wide enough for wheeled rescue and relief vehicles.

Duplex. See *Dwelling: two-family (duplex)*.

Dwelling, accessory. An attached or detached dwelling unit with a maximum gross floor area of eight hundred sixty-four (864) square feet that is located on the same parcel as a single-family dwelling.

Dwelling: multi-family. A residential structure located on a single parcel, containing three (3) or more dwelling units. This term includes a condominium. This term does not include lodging establishments, boarding houses, or guesthouses.

Dwelling: single-family attached. A residential structure with one dwelling unit located on a parcel, wherever such dwelling unit has at least two (2) exposed exterior walls and is attached by a common vertical wall (not over twenty-five (25) feet in height) to an adjacent dwelling unit that is located on another parcel and has at least two (2) exposed walls.

Dwelling: single-family detached. A residential structure containing one dwelling unit on a single parcel, sharing no common walls with another dwelling unit. This term includes modular homes and manufactured homes, but does not include mobile homes as defined by this Ordinance.

Dwelling: two-family (duplex). A residential structure located on a single parcel, that contains two dwelling units, either side-by-side, or upstairs and downstairs.

Dwelling: twinhome. A residential structure containing two dwelling units in which each dwelling unit is located on a separate parcel, but where each dwelling unit has at least two (2) exposed exterior walls and is attached by a common vertical wall (not over twenty-five (25) feet in height) to the adjacent dwelling unit. Also referred to a single-family attached dwelling with two (2) units.

Dwelling unit. A residential unit providing complete, independent living facilities for one (1) family, including permanent provisions for living, sleeping, cooking, eating, and sanitation.

E

Emergency residential shelter. A facility, other than a community living arrangement, that provides short-term housing and a protective sanctuary for victims of fire, natural disaster, economic hardship, domestic abuse or neglect, including emergency housing during crisis intervention for victims of rape, child abuse, or physical beatings, and which contains individual or group sleeping rooms and may or may not have food preparation facilities and private shower or bath facilities.

Equipment. The implements used in an operation or activity.

Erosion. The process by which the land's surface is worn away by action of wind, water, ice, or gravity.

Erosion and sediment control plan. A comprehensive plan developed to address pollution caused by erosion and sedimentation of soil particles or rock fragments during construction.

Essential services. The erection, construction, alteration or maintenance by public utilities or municipal or other governmental agencies, of underground and overhead lines and pipes for gas, electric, telephone, communications, cable television, steam, public water supply, sanitary sewage collection, storm water conveyance, or other comparable utilities. Essential services include such above surface facilities as poles, guide wires, fire alarm boxes, water hydrants, utility posts, police call boxes, and stand pipes. Essential services do not include larger utility facilities such as electric substations, wastewater treatment plants, well houses, water reservoirs, wind energy facilities, and microwave and telecommunication towers.

Event: civic. An established and planned event which is of civic or public benefit, sponsored by a governmental organization, educational institution or related civic organization, and promotes celebration, well-being, community pride, culture or history.

Exceptional resource waters. Waters, which provide valuable fisheries, hydrologically or geologically unique features, outstanding recreational opportunities, unique environmental settings, and which are not significantly impacted by human activities. Chapter NR 102.11 of the Wisconsin Administrative Code provides a list of exceptional resource waters.

Extractive industries. This group includes the mining, quarrying, excavation, processing, storing, separating, cleaning, or marketing of natural resources such as sand, gravel, earth, peat, coal, minerals, gas, and oil.

F

Facade. Any side of a building facing a public way or space.

Family. A person living alone, or two (2) or more persons living together as a single housekeeping unit, in a dwelling unit, as distinguished from a group occupying a boarding house, motel, hotel, club, fraternity, or sorority house, or other group, provided that unless all members except one are related by blood, adoption, marriage, or are legally cared for, no such group shall contain over five persons.

Federal Emergency Management Agency (FEMA). The federal agency that administers the National Flood Insurance Program.

Fence. A structure intended to mark a boundary, provide screening, and/or prevent escape or intrusion. This definition shall include a structure of stonework, cement or other masonry usually referred to as a "wall" in Section 6.5: Fences and other relevant sections.

Festival grounds. An outdoor facility, including accessory structures, used primarily for the accommodation of periodic or seasonal cultural or entertainment programs or events.

Filling station/convenience store. An establishment providing retail sale of fuel for motor vehicles, but not motor vehicle maintenance or repair. This term includes accessory retail sales, commonly referred to as a convenience store, but does not include a fast food/carry-out restaurant, nor does it include a car wash.

Final stabilization. All land disturbing construction activities at the construction site have been completed and a uniform perennial vegetative cover has been established, with a density of at least seventy (70) percent of the cover, for the unpaved areas and areas not covered by permanent structures, or that employ equivalent permanent stabilization measures.

Financial guarantee. A performance bond, maintenance bond, surety bond, irrevocable letter of credit, or similar guarantees submitted to the City of Ashland by the responsible party to assure that the requirements of this Ordinance and the applicable permits are carried out in compliance with the approvals and requirements.

Flag lot. A parcel of land shaped like a flag where the staff is a narrow strip of land providing access to a street, with the bulk of the property lying to the rear of other parcels and containing no frontage.

Flood or flooding. A general and temporary condition of partial or complete inundation of normally dry land areas caused by one of the following conditions:

1. The overflow or rise of inland waters;
2. The rapid accumulation or runoff of surface waters from any source;
3. The inundation caused by waves or currents of water exceeding anticipated cyclical levels along the shore of Lake Superior; or
4. The sudden increase caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a seiche, or by some similarly unusual event.

Flood frequency. The probability of a flood occurrence that is determined from statistical analyses. The frequency of a particular flood event is usually expressed as occurring, on the average, once in a specified number of years or as a percent chance of occurring in any given year.

Flood Insurance Rate Map (FIRM). A map of a community on which the Federal Insurance Administration has delineated both special flood hazard areas (the floodplain) and the risk premium zones applicable to the community. This map can be amended by the Federal Emergency Management Agency.

Flood fringe. That portion of the floodplain outside the floodway that is covered by flood waters during the regional flood and is generally associated with standing water rather than flowing water.

Flood hazard boundary map. A map designating approximate flood hazard areas. Flood hazard areas are designated as unnumbered A-Zones and do not contain floodway lines or regional flood elevations. This map forms the basis for both the regulatory and insurance aspects of the National Flood Insurance Program (NFIP) until superseded by a Flood Insurance Study (FIS) and a Flood Insurance Rate Map (FIRM).

Floodplain. The land that has been or may be hereafter covered by the flood water during the regional flood. The floodplain includes the floodway and the floodfringe as those terms are defined in Chapter NR 116 of the Wisconsin Administrative Code.

Floodplain certificate of compliance. A certification that the construction and use of land or a building, the elevation of fill or the lowest floor of a structure, is in compliance with all the provisions of this Ordinance.

Flood profile. A graph or longitudinal profile showing the relationship of the water surface elevation of a flood event to locations of land surface elevations along a stream or river.

Floodproofing. A combination of structural provisions, changes, or adjustments to properties and structures, water and sanitary facilities, and contents of buildings subject to flooding, primarily for the reduction or elimination of flood damages.

Flood protection elevation. An elevation of two (2) feet of freeboard above the water surface profile elevation designated for the regional flood.

Flood storage. Those floodplain areas where storage of floodwaters has been taken into account during analysis in reducing the regional flood discharge.

Floodway. The channel of a stream and those portions of the floodplain adjoining the channel that are required to carry and discharge the flood water or flood flows of any river or stream including but not limited to flood flows associated with the regional flood.

Floor area: gross (GFA). The sum of the gross horizontal areas of the several floors of the building measured from the exterior faces of the exterior walls or from the center line of walls separating two (2) buildings. The "floor area" of a building shall include all habitable area in a building including, mechanical rooms, storage rooms, and restrooms.

Floor area: net. The sum of the gross horizontal areas of the several of floors of the building measured from the interior side of exterior walls, excluding stairwells, mechanical rooms, toilet rooms, and similar areas.

Food center. A distribution center for food to persons where prepared food is distributed for immediate consumption, or where on-premise consumption of the food occurs. A food center is not a "restaurant" as elsewhere defined. One characteristic of a food center is that food is distributed primarily for no charge or for less than fair market value, such as in an establishment frequently known as a "soup kitchen."

Food store. A store intended for the sale of food and related items including, but not limited to, bakery goods, groceries and convenience foods, fruit and vegetable markets, candy or confections, dairy products, meats, health or organic foods and coffee or specialty drinks. Food stores, as defined, shall not involve containment or the slaughter of animals nor shall they include stores elsewhere defined.

Food store: local. A food store, as defined, providing retail food sales to a local or neighborhood population rather than a regional population, and is compatible with surrounding residential uses.

Footcandle. The illumination of a surface one foot distance from a source of light equivalent to one (1) candle.

Forb. A broad-leaved herb other than a grass.

Forestry. Establishments engaged primarily in the operation of timber tracts, tree farms, forest nurseries, and related activities.

Foster care: family home. A facility, licensed by the State of Wisconsin, a county agency, or a child welfare agency, where one (1) to not more than four (4) children reside and are provided with care and maintenance in the primary dwelling of a foster parent.

Fraternity/sorority. A building used as a group living quarters for members of a general or local chapter of a regularly organized college fraternity or sorority formed chiefly to promote friendship and welfare among members.

Frontage. All the property abutting on one side of a street between intersecting or intercepting streets, or between a street and a right-of-way, waterway, end of a dead-end street, or City boundary measured along the street line. An intercepting street shall determine only the boundary of the frontage on the side of the street that it intercepts.

Frontage: abutting. The part of a parcel that abuts or fronts an improvement.

Frontage: long. The long dimension of a corner parcel regardless of the principal building orientation.

Frontage: short. The short dimension of a corner parcel regardless of the principal building orientation.

Funeral home. An establishment providing services involving the care, preparation, or disposition of deceased humans. This term includes, but is not limited to, a crematorium or a mortuary. This term does not include cemetery.

G

Garage. An accessory building or portion of a building in which vehicles, boats, trailers, and other implements are housed. An attached garage shall be defined as part of the principal building.

Garbage. The animal and vegetable waste resulting from the handling, preparation, cooking and consumption of food.

Gardening. Plantings on a parcel that are intended for the production of food for the primary occupants of the parcel. This term is intended to include a typical vegetable garden associated with a dwelling. This term does not include agriculture.

Garden supply or landscaping center. An establishment providing the retail sale of plants and the sale or rental of garden and landscape materials and equipment. This term includes outdoor storage of plants, materials, or equipment.

Government or community service use. A government or non-profit community service (civic) use that provides services to the community. Examples include a library, police station, fire station, teen center, community center, public museum or art gallery, post office, public garden, and similar uses. This term does not include a public works yard.

Group home for children. See *Community living arrangement*.

Graffiti. Graffiti shall mean any drawing, inscription, writing, figure or mark made upon a wall or other exposed surface, including but not limited to any house, garage, rock, bridge, fence, gate, tree, monument, motor vehicle, sidewalk, street, lamp post, street sign, underpass or retaining wall, whether publicly or privately owned, with paint, chalk, dye, ink, pencil, wax or other similar substance or by etching, scratching, cutting, burning or carving without the express consent of the owner of said wall or other exposed surface.

Grain elevator. A structure for elevating, storing, and discharging grain. This term includes related processing of grain.

Grass lawn. A lawn consisting primarily of Kentucky bluegrass, perennial rye grass, fescues, and/or other grasses generally associated with mowed and maintained grass lawns.

Green building and site design techniques. Techniques that significantly reduce or eliminate the negative impact of building and site development on the environment and on the building occupants. Green building and site design and construction practices address: sustainable site planning, safeguarding water and water efficiency, energy efficiency, conservation of materials and resources, and indoor environmental quality. All development in the City of Ashland is strongly encouraged to use green building and site design techniques.

Greenhouse: local. A temporary facility for the sale of plants and produce to a local or neighborhood population rather than a regional population and is compatible with surrounding residential uses.

Gross floor area (GFA). See *Floor area: gross*.

Growth: natural. Any object of natural growth, including trees, shrubs, or foliage, except farm crops that are cut at least once a year.

H

Habitable room. A room or enclosed floor space arranged for living, eating or sleeping purposes, not including bathrooms, water closet compartments, laundries, pantries, foyers, hallways, and other accessory floor spaces.

Hard surface parking area. Hard surfaced parking areas shall be defined as having asphalt, concrete, paving brick, block, compacted gravel or limestone, or pervious pavers.

Hazardous waste. Any solid, liquid, or gaseous waste materials, usually a by-product of manufacturing, medical, scientific, or consumer use that, if improperly managed or disposed of, may pose substantial hazards to human health and the environment. A waste is considered hazardous if it exhibits one or more of the following characteristics: ignitability, corrosivity, reactivity, and toxicity.

Historic district. An area designated locally, or on the State or Nationally register, containing historic structures, improvements or sites.

Historic site. Any parcel of land of historic significance due to a substantial value in tracing the history or prehistory of humans, or upon which a historic event has occurred.

Historic structure. Any improvement that has a special character or specific historic interest or value as part of the development, heritage, or cultural characteristics of Ashland, state, or nation.

Hive. A structure intended for the housing of bees.

Holiday lighting. Temporary, low wattage lighting commonly identified as a string or rope of individual lamps, installed in connection with holiday or religious observances and removed thereafter.

Home improvement center. An establishment providing the sale or rental of building supplies, construction equipment, or home decorating fixtures and accessories. This term includes a lumber yard or a contractor's building supply business, and may include outdoor storage or tool and equipment sales or rental. This term does not include an establishment devoted exclusively to the retail sale of paint, wallpaper, or hardware, or activities classified under vehicle/equipment sales and services, including vehicle towing services.

Home occupation. Any occupation for financial gain or support conducted only by members of the immediate family residing on the property, provided that the specified use is incidental to the residential use.

Homeowners association. A community association incorporated or not incorporated, combining individual home ownership with the shared use or ownership of common property or facilities.

Hospital. A state-licensed institution providing primary health services and medical, psychiatric, or surgical care to persons, primarily inpatients, suffering from illness, disease, injury, deformity, and other physical or mental conditions, and as an integral part of the institution, related accessory uses or facilities, including, but not limited to, laboratories, central service facilities for inpatient or outpatient treatment, as well as training, research and administrative services for patients and employees. Also included are health services and care, which are shared with other hospitals or other health care providers.

Household goods. Products used in the home that are necessary for, or supplemental to, normal household activities, including small appliances, but excluding furniture and major appliances.

Household maintenance and repair. An establishment providing the repair or servicing of household goods, furniture, appliances, or lawn and garden equipment.

I

Illumination level. The intensity of light measured in foot candles from a point facing the light source.

Impervious coverage or impervious surface. An area that releases as runoff all or a large portion of the precipitation that falls on it, except for frozen soil. Roofs, sidewalks, driveways, concrete slabs, patios, parking lots, and streets are examples of areas that are typically impervious. Pervious pavers and pervious pavement are not considered impervious.

Implements. A device used in the performance of a task.

Improvement. Any building, structure, place, work of art, or other object constituting a physical betterment of real property, or any part of such betterment, including streets, alleys, sidewalks, curbs, lighting fixtures, signs, and the like.

Improvement parcel. The unit of property that includes a physical betterment constituting an improvement and land embracing the site thereof, and is treated as a single entity for the purpose of levying real estate taxes. Provided, however, that the term "improvement parcel" shall also include any unimproved area of land that is treated as a single entity for such tax purposes.

Incinerator. A device for burning permitted substances in which the combustion factors: temperature, retention time, turbulence and combustion air, may be controlled.

Industrial park. A planned, coordinated development of a tract of land with two (2) or more separate industrial buildings. Such development is planned, designed, constructed, and managed on an

integrated and coordinated basis with special attention given to on-site vehicular circulation, parking, utility needs, building design, and orientation.

Industry: green. An industry/business that balances environmental, social and economic interests in its operation.

Industry: heavy. A use engaged in the basic processing and manufacturing of materials or products predominantly from extracted raw materials or a use engaged in storage of or manufacturing processes using flammable or explosive materials or storage of manufacturing processes that potentially involve hazardous or commonly recognized offensive conditions.

Industry: light. A use engaged in the manufacture, predominantly from previously prepared materials, or finished products or parts, including processing, fabrication, assembly, treatment, packaging, incidental storage, sales, and distribution of such products, but exclusively basic industrial processing. This term also includes a facility that is engaged primarily in mass printing and publishing of printed materials, such as newspapers, magazines, books, greeting cards, and similar materials for the wholesale market or direct distribution. This term does not include a commercial photo copy or printing shop.

Infestation. The presence of insects, rodents, vermin or other pests within or contiguous to a structure or property.

Infill development. An undeveloped area of land located within an existing development.

Infiltration. The entry of precipitation or runoff into or through the soil.

Infiltration system. A device or practice such as a basin, trench, rain garden, or swale designed specifically to encourage infiltration, but does not include natural infiltration in pervious surfaces such as lawns, redirecting of roof downspouts onto lawns, or minimal infiltration from practices, such as swales or road side channels designed for conveyance and pollutant removal only.

Informational meeting. An informal meeting of the Plan Commission, Common Council, or other elected or appointed bodies to obtain comments from the public, or other agencies on certain matters, that do not require a public hearing, prior to a decision regarding a proposed project. The proceedings may be recorded and a report or recommendation may be included in the project file.

Institution. A nonprofit organization of a public character, or a building occupied by such organization.

Invasive Species. Section 23.22(1)(c), of the Wisconsin State Statutes states that “invasive species” means nonindigenous species that cause or are likely to cause economic or environmental harm or harm to human health.

J

Junkyard. See *Salvage operation, outdoor*.

K

Karst feature. An area or surficial geologic feature subject to bedrock dissolution so that it is likely to provide a conduit to groundwater, and may include caves, enlarged fractures, mine features, exposed bedrock surfaces, sinkholes, springs, seeps, or swallets.

Kennel, commercial. See *Animal boarding facility*.

L

Land. Soil, the ground surface itself, a subdivision, a tract or parcel, a lot or an open space, together with any structures or improvements on it, extending above and below the surface.

Land disturbing construction activity. Any human made alteration of the land surface resulting in a change in the topography or existing vegetative or non-vegetative cover, that may result in runoff and lead in an increase in soil erosion and movement of sediment into the waters of the state. Land disturbing construction activity includes clearing and grubbing, demolition, excavating, pit trench dewatering, filling, and grading activities.

Landmark. Any identified improvement that has a special character, special historic interest, or cultural value as part of the heritage of the City.

Landmark site. Any parcel of historic significance having value in tracing the history of aboriginal man or upon which a historical event has occurred. A landmark site includes the parcel upon which a landmark has been built.

Landfill: construction debris. A landfill for the exclusive use of construction debris, including but not limited to concrete, masonry, and lumber.

Land filling and/or excavation. The action or process of filling, cutting, digging, scooping, or otherwise altering the existing land.

Land filling: temporary. Temporary placement and use of land filling material, including sand, soil, gravel, rock or other similar material, typically on a separate parcel from the development.

Landscaping. Plantings intended to enhance the aesthetic and/or environmental qualities of a parcel.

Laundromat. An establishment providing washing, drying, or dry cleaning machines on the property for rental use by the general public for laundering or dry cleaning purposes.

Leadership in Energy and Environmental Design (LEED). LEED provides a green building rating system that is a voluntary, consensus-based national rating system for developing high-performance, sustainable buildings. LEED addresses all building types and emphasizes state-of-the-art strategies in five areas: sustainable site development, water savings, energy efficiency, materials and resources selection, and indoor environmental quality.

Light trespass. Stray light or spill light flowing across the property boundary.

Loading space. A dust-free and durable, hard surfaced area of adequate size for delivery vehicles expected to be used, logically and conveniently located for bulk pickup and delivery, readily accessible when required parking spaces are filled, which shall be located totally outside of any street or alley right-of-way.

Local Farm Products, Sales. Home sales of residents' local farm products in which residential owners or tenants sell products in which at least 70% by weight ingredients are from a local farm on which the resident participates in the labor of farming.

Lodging establishment: short stay. Any temporary residential use of a room or suite of rooms in a building or group of buildings by an individual or a group not to exceed thirty (30) days in a calendar year. Hotels, motels, resorts, and other lodging facilities are included in this definition.

Lodging establishment: extended stay. A lodging establishment in which at least seventy (70) percent of the accommodations are regularly used or available for occupancy of continuous periods of thirty (30) days or more by persons who use the lodging establishment as their primary residence.

Long-term housing. Housing designed to accommodate individuals or families for greater than six (6) months and support services for the purpose of facilitating the movement of the residents to independent living. Housing is typically provided a little or no cost and food/meals may or may not be provided.

Lumber yard. See *Home improvement center*.

M

Machinery. Machines in general or as a functioning unit; a mechanically, electrically, or electronically operated device for performing a task.

Maintenance agreement. A legal document that provides long term maintenance of storm water management practices.

Major street. A highway, road, or street designated on the official Master Street Plan of the City.

Manufactured (or modular) home. A structure, constructed after June 15, 1976, pursuant to the United States Department of Housing and Urban Development, transportable in one or more sections, which, in traveling mode, is eight (8) body feet or more in width or forty (40) body feet or more in length, or, when erected on site, is three hundred twenty (320) or more square feet, and which is built on a permanent chassis and designed to be used as a permanent single-family dwelling, is installed pursuant to the manufacturer's instructions, is properly connected to all applicable utilities, and is set on an

enclosed foundation pursuant to Section 70.043(1) of the Wisconsin Statutes and Wisconsin Administrative Code COM 21.

Manufactured home community. Any plot or plots of ground upon which three (3) or more manufactured homes that are occupied for dwelling or sleeping purposes are located. This term does include a farm where the occupants of the manufactured homes are the father, mother, son, daughter, brother, or sister of the farm owner or operator, or where the occupants of the manufactured homes work on the farm.

Manufactured home dealer, sales and display. Establishment engaged in the sale and service of manufactured and mobile homes, which may be displayed on the dealer lot for purpose of sale.

Manufacturing. Establishments engaged in the mechanical or chemical transformation of material or substances into new products.

Manufacturing: heavy. See *Industry: heavy*.

Manufacturing: light. See *Industry: light*.

Marina. A facility providing mooring of recreational boats in water, or piers, anchorage areas, launching facilities, boat storage areas, or boat sales and service. This term does not include a ship terminal or passenger terminal.

Mausoleum. A building for entombment of the dead above ground. Also see *Cemetery*.

Maximum extent practical. A level of implementing best management practices to achieve a performance standard specified in this Ordinance, which takes into account the best available technology, cost effectiveness, and other competing issues such as human safety and welfare, endangered and threatened resources, historic properties, and geographic features. Maximum extent practical allows flexibility in the way to meet the performance standards and may vary based on the performance standard and site conditions.

Meteorological tower. A tower used for the measurement of wind speed.

Mining. The process of digging, quarrying, excavating, processing, storing, separating, cleaning, and/or transporting natural resources such as sand, gravel, and earth. For the purpose of this Ordinance, mining shall not include the excavation, removal, or storage of rock, sand, dirt, gravel, clay, or other material for the following purposes:

1. Excavation for the foundation, cellar, or basement of pending construction for which a permit has been issued and which is to be erected immediately following the excavation, removal, or storage.
2. On-site construction of approved roads, sewer lines, storm sewers, water mains, surface water drainage, agriculture or conservation purposes, sod removal, or other public utilities.
3. Landscaping purposes on a parcel used or to be used as a building site.
4. Grading/excavation of less than one acre of land in conjunction with improvement of a site for development, providing activities will be completed in one year.
5. The removal of excess materials in accordance with approved plats or highway construction.

Mini warehouse. See *Warehouse: self-storage*.

Mobile home. A vehicle manufactured or assembled before June 15, 1976, designed to be towed as a single unit or in sections upon a highway by a motor vehicle and equipped and used, or intended to be used, primarily for human habitation, with walls of rigid, uncollapsible construction, which has an overall length in excess of forty five (45) feet. This term includes the mobile home structure, its plumbing, heating, air conditioning and electrical systems, and all appliances and all other equipment carrying a manufacturer's warranty.

Model home. A model home is a dwelling manufactured, prefabricated, or otherwise erected or installed upon a parcel for purposes of temporarily exhibiting the same as a sample, rather than for occupancy as a residence.

Modular home. See *Manufactured (or modular) home*.

Monastery. See *Convent*.

Mural. A large scaled painting or artwork applied to and made integral with the surface of an exterior or interior wall or other large permanent surface, which depicts a scene or event of natural, social, cultural, or historical significance.

N

NAICS Group. The statistical classification standards for businesses and industries that appear in the *North American Industry Classification System Manual*, published by the U.S. Office of Management and Budget.

Natural landscape. Any land managed to preserve or restore primarily native Wisconsin grasses, forbs, wildflowers, shrubs, trees, and aquatic plants.

Nonconforming parcel. A parcel that does not comply with the minimum parcel area or width requirements of the district in which it is located.

Nonconforming structure. A structure that does not comply with the bulk, yard, setback, or height regulations of the district in which it is located.

Nonconforming use of land. Any use of a parcel that does not conform to the applicable use regulations of the district in which it is located.

Nonconforming use of a structure. A use of a structure that does not conform to the applicable use regulations of the district in which it is located.

Nonprofit conservation organization. Any charitable corporation, charitable association, or charitable trust (such as a land trust), the purposes or powers of which include retaining or protecting the natural, scenic, or open space values of real property, assuring the availability of real property for agricultural, forest, recreational or open space use, protecting natural resources, maintaining or enhancing air or water quality, or preserving the historical, architectural, archaeological, or cultural aspects of real property.

North American Industry Classification System. See *NAICS Group*.

Nuisance. A use of property or course of conduct, that interferes with the legal rights of others by causing damage, annoyance, or inconvenience.

Nursing home. A facility where five (5) or more persons who are not related to the operator or administrator reside, receive care or treatment and, because of their mental or physical condition, require access to twenty-four (24) hour nursing services, including limited nursing care, intermediate level nursing care, and skilled nursing services, as defined in Section 50.01 of the Wisconsin Statutes.

O

Occupant. Any person living, sleeping, occupying, or having possession of a space, in a building, structure, or on a parcel of land.

Occupancy. The purpose for which all or a portion of land, a building, or a structure is used or intended to be used.

Office. Use of a building for government, business, professional, or administrative office. A general office is characterized by a relatively low proportion of vehicle trips attributable to visitors or clients in relationship to employees. Examples include, but are not limited to, offices of firms or organizations providing professional services, such as accounting, insurance, architectural, and legal. This term does not include a bank or other financial institution or the office of a physician, dentist, optometrist, chiropractor, and similar professions.

Off-premise sign. See *Sign: off-premise*.

Off-street parking. The parking of vehicles on a parcel, as opposed to a street right-of-way.

On-street parking. The parking of vehicles on a street right-of-way, as opposed to a parcel.

Open space, private or public. Private or public land or water, or a combination of land and water, that is free of development, including agriculture uses. This term includes wildlife areas and conservation areas, but it does not include public parks or commercial outdoor recreation facilities.

Open space: common. An area of land or water, or a combination of land and water within the site designated for a Planned Unit Development, and designed and intended for the use or enjoyment of residents.

Open space: public. An area of land or water or both on the Comprehensive Plan or Official Map designated as park, beautification, or land to be kept free of development.

Operator. Any person who has charge, care, or control of a structure or property, which is let or offered for occupancy.

Ordinary high water mark (O.H.W.M.). The point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristics.

Outdoor mechanical and electrical equipment. Equipment used onsite for the regular operation of a building or use. This term includes air conditioning units, power vents, and similar equipment. This term does not include an outdoor wood-fired furnace, solar equipment, or a wind energy system.

Outdoor merchandise sales or storage. Retail sales or storage of merchandise listed in the definition of retail establishment, primarily outside an enclosed structure, for more than ninety (90) days in any calendar year.

Outdoor wood-fired furnace. Any furnace, stove, or boiler designed to burn wood, where the furnace is not located within a building intended for human or domestic animal habitation.

Outstanding resource waters. National or state wild and scenic rivers. Chapter NR 102.10 of the Wisconsin Administrative Code provides a list of outstanding resource waters.

Owner. The owner or owners of the freehold estate of the property or lesser estate therein, a mortgagee or vendee in possession, an assignee of rents, a receiver, a personal representative, a trustee.

P

Parcel. A parcel of land means any contiguous quantity of land capable of being described with such definiteness that its location and boundaries may be established, that is designated by its owner or developer as land to be used or developed as a unit, or that has been used or developed as a unit. Parcel includes an easement supporting or related to a primary parcel, and a condominium unit. Only one such designation by the owner shall be allowed under this Ordinance.

Parcel: corner. A parcel abutting upon two or more public rights-of-ways at their intersection or upon two (2) parts of the same right-of-way, such that the rights-of-way or parts of the same right-of-way form an interior angle of less than one hundred thirty five (135) degrees. The point of intersection of the street lines is the "corner."

Parcel: depth. The mean horizontal distance between the front and the rear parcel lines.

Parcel: double frontage. See *Parcel: through*.

Parcel: interior. A parcel other than a corner parcel.

Parcel: irregular. A parcel within a subdivision abutting a cul-de-sac or curbed street approximately equal in area to the other parcels within the subdivision; however, having unusually short abutting frontage in comparison to the other parcels.

Parcel line: front. The line separating the parcel from the street right-of-way.

Parcel line: rear. The parcel line opposite and most distant from the front parcel line.

Parcel line: side. Any parcel line other than a front or rear parcel line. A side parcel line separating a parcel from a street right-of-way is called a side street parcel line. A side parcel line separating a parcel from another parcel or parcels is called an interior side parcel line.

Parcel: parent. The existing parcel of record, as identified by individual tax parcel numbers, as of the effective date of this Ordinance.

Parcel of record. A parcel that is part of a subdivision, the plat of which has been recorded in the office of the Register of Deeds of Ashland County.

Parcel: remote. Parcels without abutting frontage that receive benefit from the improvement.

Parcel: through. A parcel having frontage on two parallel or approximately parallel streets. Also referred to as a double frontage parcel.

Parcel width. The mean width of the parcel measured at right angles to its depth.

Park. Public or private land, including accessory structures, used primarily for outdoor recreation or for the enjoyment of open space. This term does not include a private campground, community center, museum, commercial outdoor recreation facility, commercial indoor recreation facility, or similar use.

Parking lot (or area). An area specifically designed and intended for the parking of vehicles.

Parking lot (or area): interior. All areas within the perimeter of a parking lot (or area), including planting islands, curbed areas, corner lots, parking spaces and all interior driveways and aisles except those with no parking spaces located on either side.

Parking space (or stall). A durable, hard surfaced area adequate for parking a motor vehicle with room for opening doors on both sides, together with a clear, properly related access to a public street or alley, and maneuvering room that shall be located totally outside of any street or alley right-of-way.

Passenger terminal. A facility for passenger transportation operations including, but not limited to, a passenger rail station, bus terminal, airport terminal, or passenger ship terminal.

Patio. A level surfaced area adjacent to a principal building which is constructed on finished grade, without walls or a roof. May be constructed of brick, concrete, stone, or other impervious materials.

Pay day loan establishment. An establishment providing loans to individuals in exchange for personal checks as collateral.

Pawn shop. A retail business where a lender pays money for a fee and holds some of the borrower's personal goods for collateral to be sold to the public in the event of default.

Performance standard. A narrative or measurable number specifying the minimum acceptable outcome for a facility or practice.

Permit. A written authorization made by the approval authority to the applicant to conduct an activity for which a permit is required.

Person. An individual, firm, corporation, association, partnership or other group acting as a unit.

Personal care services or drop-in center. A facility that provides a daytime communal atmosphere open to the public, or by membership, for the provision of services to persons in need of assistance due to age, physical or mental disability, illness or injury including but not limited to supervision of self-administered medication, aid in personal hygiene, eating and drinking, or recreation. Services may or may not be provided by licensed or certified professionals, shall not include any over-night stays nor contain overnight sleeping facilities.

Personal service. An establishment providing services that are of a recurring and personal nature to individuals. This term includes, but is not limited to, the following:

1. Barber shop;
2. Beauty salon;
3. Shoe repair shop;
4. Seamstress or tailor;
5. Tanning salon;
6. Massage establishment; or
7. Body piercing or tattoo establishment.

This term does not include the following:

1. Portrait studio;
2. Dry cleaning and/or laundry establishment, drop-off and pick-up only;
3. Laundromat;

4. Photocopy center;
5. Health club; or
6. Repair shop for household items.

Personal storage building as a principal use. A principal building (as opposed to an accessory building) used primarily for the storage of goods and materials by the property owner.

Personal wireless service. Licensed commercial wireless communication service, including cellular, personal communication services (PCS), enhanced specialized mobilized radio (EMR), paging, and similar services.

Pervious surface. An area that releases as runoff a small portion of the precipitation that falls on it. Lawns, gardens, parks, forests, or other similar vegetated areas are examples of surfaces that typically are pervious.

Place of worship. See *Religious institution*.

Play equipment. Equipment, including swing sets, play structures, and similar equipment, intended primarily for the recreational use of children.

Plat: final. The final map or drawing on which the subdivider's plan of subdivision is presented for final approval and which, if approved, shall be submitted to the Ashland County Register of Deeds.

Plat: preliminary. A drawing showing the salient features of a proposed subdivision prepared in the manner and containing the data, documents, and information required by this Ordinance and submitted to the applicable review and approval authorities for preliminary consideration.

Plumbing or plumbing fixtures. Water heating facilities, water pipes, gas pipes, garbage and disposal units, waste lavatories, bathtubs, shower baths, installed clothes washing machines or other similar equipment, catch basins, drains, vents or other similarly supplied fixtures, together with all connections to water, gas, sewer or vent lines.

Pollutant. As it relates to storm water and erosion control, any dredged spoil, solid waste, incinerator residue, sewage, garbage, refuse, oil, sludge, munitions, chemical wastes, biological materials, radioactive substances, heat, wrecked or discarded equipment, rock, sand, cellar dirt, and industrial, municipal, and agricultural wastes discharged into water.

Pollution. As it relates to storm water and erosion control, human made or human induced alteration of the chemical, physical, and biological, or radiological integrity of water.

Porch. A covered projection, with or without walls, extending from the main wall of a building, usually with a separate roof, providing a covered entrance and not intended for use as a livable space.

Post-construction site. A construction site following the completion of land disturbing construction activity and final site stabilization.

Power generation plant. A facility that converts one (1) or more energy sources, including, but not limited to a coal or wood burning plant or an ethanol plant.

Pre-development condition. The extent and distribution of land cover types present before the initiation of land disturbing construction activity, assuming that all land uses prior to development activity are managed in an environmentally sound manner.

Printing and publishing. A facility that is engaged primarily in mass printing and publishing of printed materials, such as newspapers, magazines, books, greeting cards, and similar materials for the wholesale market or direct distribution. This term does not include a commercial photocopy or printing shop.

Private Road. A road providing access from a public right-of-way to three (3) or more properties.

Property. A lot, plot, or parcel of land including the buildings or structures thereon.

Protective area. An area of land that commences at the Ordinary High Water Mark of lakes, streams, and rivers, or at the delineated boundary of wetlands, and that is the greatest of the following widths, as measured horizontally from the top of the O.H.W.M. or delineated wetland boundary to the closest impervious surface. This term does not include any area of land adjacent to any stream enclosed within a pipe or culvert, such that runoff cannot enter the enclosure at this location.

Public art. Any visual works of art including but not limited to, murals, sculptures, monuments, fountains, paintings, frescoes, stained glass or ceramics, which are located on public or private property and open to the view of the public at no charge. Public art does not include that which contains characteristics of an advertising sign, or identify or draw attention to an existing business, profession, or industry. Any private visual works of art (not open to the view of the public) shall be defined and regulated as accessory structures.

Public park. Land owned or leased by a government entity for the purpose of providing public recreation and/or open space.

Public way. All or any part of a road, street, slip, pier, lane, or paved alley.

Public works yard. Municipal, county, state, and federal administrative buildings; warehouses; garages; storage yards; and shops that are owned and operated by a governmental unit.

R

Railroads. Railroad rights-of-way but not including terminals, transfer and storage tracks not accessory structures except those incidental to minor communications and switching equipment.

Rain barrel. A barrel used as a cistern, an artificial reservoir, to hold rainwater.

Raze (a structure). To demolish and remove a structure and to restore the site to a dust-free and erosion free condition.

Recreation facility, commercial indoor. A commercial facility primarily used for the indoor conduct of, or participation in, recreational activities, and secondarily for the viewing of such activities. This term includes, but is not limited to, an indoor driving range, volleyball court, bowling alley, skating rink, billiard hall, video game center, archery or shooting range, basketball court, indoor soccer, fitness center, and similar uses.

Recreation facility, commercial outdoor. A commercial facility primarily for the outdoor conduct of, or participation in, recreational activities, and secondarily for the viewing of such activities. Such a facility may include one or more related buildings and structures. This term includes, but is not limited to a golf facility, tennis, basketball, volleyball, soccer, baseball, amusement or water park. This term does not include a campground or outdoor shooting range.

Recreational vehicle. All types of recreation vehicles or devices normally used by adults, including but not limited to such items as travel homes, camper trailers, pick-up camper attachments, all-terrain vehicles, snowmobiles, boats, flotation devices, motor bikes, and including go-carts and stock cars.

Rectory. *See Convent.*

Recycling facility. A facility for the deposit, sorting, or batching, but not processing, of post-consumer recyclable materials. This term includes, but is not limited to, a residential self-help, drop-off facility or a transfer station that receives residential rubbish.

Regional flood. A flood determined to be representative of large floods known to have generally occurred in Wisconsin and which may be expected to occur on a water body because of like physical characteristics once in every one hundred (100) years.

Regulation. An authoritative rule dealing with details or procedure.

Rehabilitation center/transitional living facility. A facility in which persons live while receiving therapy and counseling for any of the following purposes: to assist them to recuperate from the effects of drugs or alcohol; to assist them to adjust to living with the handicaps of emotional or mental disorder, or mental retardation; to assist them to adjust to living with the handicaps of physical disability; to assist them to be housed under supervision while under the constraints of alternatives to imprisonment including, but not limited to, pre-release, work-release, and probationary programs.

Religious institution. A facility where people regularly assemble for religious worship and any incidental religious education, which is maintained and controlled by a religious body organized to sustain public worship. This term does not include an elementary or secondary school, a specialty or personal instruction school, or a college. This term is also known as a place of worship.

Rent-to-own establishment. An establishment that allows, between a consumer and a seller, renting of furniture, appliances and other goods with the intention of future ownership of such goods.

Repair shops. Establishments engaged in miscellaneous repair of household items and smaller business equipment for the general public and business.

Research and development. At an establishment that conducts research, development, or controlled production of high-technology electronic, industrial, or scientific products or commodities for sale, or laboratories conducting educational or medical research or testing. This term includes, but is not limited to, a biotechnology firm or a manufacturer of nontoxic computer components.

Residential care center for children and youth. See *Community living arrangement*.

Responsible person or party. The owner, operator, manager, occupant, or tenant of any structure or property.

Restaurant: drive-in. A retail outlet where food or beverages are sold to a substantial extent for consumption in parked motor vehicles.

Restaurant: fast food or carry-out. A restaurant, other than a sit-down restaurant, where the establishment offers quick food, which is accomplished through a limited menu of items already prepared and held for service, or prepared quickly. Orders are generally not taken at a customer's table and food is generally served in disposable wrapping and containers. Food and beverages may be taken off the property for consumption. This term does not automatically include nor preclude the use of a drive-through window. Refer to the district provisions for information on drive-through windows.

Restaurant: sit down. A restaurant where food and beverage orders are generally taken at tables and food and beverages are consumed at tables located on the property, where taking food or beverages from the property is purely incidental, where food or beverages are normally served using non-disposable containers and utensils, and where the consumption of food or beverages in vehicles on the property in which the building is located does not regularly occur. This term does not automatically include nor preclude the use of a drive-through window. Refer to the district provisions for information on drive-through windows. This term does not include a tavern.

Retail. Sale to the ultimate customer for direct consumption and not for resale.

Retail establishment, convenience. Any retail establishment serving primarily the surrounding neighborhood and offering for sale prepackaged food products, household items, and other goods commonly associated with the same. Convenience stores do not include the sale of gasoline. This term does not automatically include nor preclude the use of a drive-through window. Refer to the district provisions for information on drive-through windows.

Retail establishment: general. An establishment providing retail sale of new products to the public and rendering services incidental to the sale of such products. This term does not automatically include nor preclude the use of a drive-through window. Refer to the district provisions for information on drive-through windows. Retail establishments include, but are not limited to, the following:

1. General merchandiser;
2. Hardware store;
3. Paint, glass, and wallpaper store;
4. Food stores and local food stores;
5. Apparel stores;
6. Home furnishing and equipment store;
7. Eating and drinking places;
8. Used merchandise store;
9. Miscellaneous retail;

This term does not include the following:

1. Adult retail establishment or adult entertainment establishment;
2. Lumber yard, building supply, or home improvement center;

3. Garden center or landscaping center;
4. Manufactured home dealers;
5. Automotive dealers and service stations; or
6. Pawn shop.

Right-of-way. An area of land over which people and goods have the right to pass or travel. A public right-of-way grants passage to all and provides the right to park registered vehicles in accordance with local parking restrictions.

Rubbish. Combustible and noncombustible waste materials, including but not limited to, the residue from the burning of wood, coal, coke and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery, dust and other similar materials. For the purpose of this ordinance, rubbish shall also include all other household waste not defined as garbage.

Runoff. Storm water or precipitation, including rain, snow or ice melt, or similar water that moves on the land surface via sheet or channelized flow.

S

Salvage operation: indoor. An area where waste or secondhand materials are bought and sold, exchanged, stored, baled, packed, disassembled, or handled, including but not limited to scrap iron and other metals, paper, rags, rubber tires, used lumber, and bottles in an entirely enclosed building. An indoor salvage operation may include used auto parts sales and installation of used auto parts from an auto wrecking yard. It excludes establishments for the sale or purchase of used operable automobiles and the processing of used, discarded, or salvaged materials as part of those manufacturing operations that conform to this Ordinance.

Salvage operation: outdoor. An open area where waste or secondhand materials are bought and sold, exchanged, stored, baled, packed, disassembled, or handled, including but not limited to scrap iron and other metals, paper, rags, rubber tires, used lumber, and bottles. An outdoor salvage operation includes used implement storage yards, automobile wrecking yards and, only where operated on the same parcel as said auto wrecking yard, an outdoor salvage operation may also include the following associated uses: used auto parts sales and installation of used auto parts from said auto wrecking yard. An outdoor salvage operation includes any area of more than two hundred (200) square feet for storage, keeping or abandonment of junk but excludes uses established entirely within enclosed buildings in nonresidential districts. It also excludes establishments for the sale or purchase of used operable automobiles and the processing of used, discarded, or salvaged materials as part of those manufacturing operations that conform to this Ordinance.

Sanitary station. A facility used for removing and disposing of wastes from a recreational vehicle holding tank.

School: primary or secondary. A public, parochial, or private school that provides an educational program for one or more grades between kindergarten and grade twelve (12), inclusive, and which is commonly known as an elementary school, grade school, middle school, junior high school, or senior high school.

School: specialty or personal instruction. A business, professional, or other specialty school. This term includes, but is not limited to, a school offering instruction in music, art, dance, martial arts, computer use or programming, and cosmetology.

Sculpture. A three (3) dimensional (3-D) object fashioned, shaped and formed by hand or machine into a work of art, generally for the purpose of decoration or artistic expression.

Seasonal market. A temporary facility used to conduct retail trade, including seasonal markets, farmer's markets, fish markets, produce stands, and horticultural nurseries.

Seasonal or temporary commercial sales/rentals. The sale or rental of seasonal or temporary items such as rentals for activities like skating and bicycling, and seasonal refreshment stands.

Sediment. Solid material, capable of settling, that is transported by runoff, suspended within runoff or deposited by runoff away from its original location.

Senior housing. Multi-family dwellings designed and intended to be used for persons who are fifty-five (55) or older, plus the spouse of such persons. This term does not include community-based residential facilities.

Separate storm sewer. A conveyance or system of conveyances, including roads with drainage systems, streets, catch basins, curbs, gutters, ditches, constructed channels, or storm drains, which meet all of the following criteria:

1. Is designed or used for collection water or conveying runoff;
2. Is not part of a combined sewer system;
3. Is not draining to a storm water treatment device or system; and
4. Discharges directly or indirectly into waters of the state.

Service building. In the context of a manufactured home community, mobile home park, or recreational vehicle campground, a service building means a structure housing toilet, lavatory, and such facilities as required by Wisconsin Department of Health Services.

Services: business. Establishments engaged primarily in rendering services to business establishments such as advertising agencies, mailing services, employment agencies, and computer software companies.

Services: personal. Establishments engaged in providing services primarily to individuals and households, such as laundry, dry cleaning, copy shops, beauty shops.

Services: professional. Establishments engaged in providing the general public and businesses with professional services in an office setting. Including:

1. Security and Commodity Brokers;
2. Insurance Agents and Brokers;
3. Real Estate Services;
4. Holding and Other Investment Offices;
5. Professional Health Services;
6. Legal Services;
7. Engineering, Accounting, Research, Management, and related services;
8. Educational Services.

Services: social. Establishments engaged in providing social services. Including but not limited to:

1. Child day care services;
2. Food center;
3. Individual and Family Social Services;
4. Job Training;
5. Long-term housing;
6. Personal care services;
7. Residential care services;
8. Short-term/emergency housing or shelter facilities;
9. Supply pantry;
10. Vocational Rehabilitation.

Setback. The minimum distance a building or structure must be separated from a street or alley right-of-way or parcel line.

Shelter. See Short-term/emergency housing or shelter facility.

Shelter care facility. An unsecure place of temporary care and physical custody for children, including a holdover room, licensed by the State of Wisconsin under Section 48.66 of the Wisconsin Statutes.

Shielded or cutoff light fixture. An exterior lighting fixture that uses a flat, clear lens with no refractorizing element and that operates in a horizontal position with non-adjustable mounting

hardware or brackets. Such a fixture distributes light by means of an internal reflector only. The light source is totally concealed by the fixture housing when the position of observation is at angle of less than fifteen (15) degrees from horizontal. No light is permitted at an angle of more than four (4) degrees above horizontal.

Ship terminal. See *Terminal: ship*.

Shopping center. A preplanned group of retail stores with common use areas for access, pedestrian, auto and service circulation, common parking, and landscaping.

Shorelands. Lands within the following distances from the ordinary high water mark of navigable waters: one thousand (1,000) feet from a lake, pond, or flowage; three hundred (300) feet from a navigable river or stream, or to the landward side of the floodplain, whichever distance is greater.

Short-term/emergency housing or shelter facility. A facility that is designed to provide housing to individuals or families for less than six (6) months and support services for the purpose of facilitating the movement of the residents to independent living or transitional housing. Housing is typically provided at little or no cost, may or may not provide food/meals, and shower/bathroom facilities may or may not be shared.

Sign. Any emblem, painting, banner, pennant, placard, design, identification, description, illustration or device, illuminated or non-illuminated, to advertise, identify, convey information or direct attention to a product, service, place, activity, person, institution, business or solicitation, including any permanently installed or situated merchandise. For the purpose of removal, signs shall also include all sign structures.

Sign: abandoned. A sign that for more than sixty (60) days has no longer correctly advertised a public service message, bona fide business, lessor, owner, product, or activity conducted or a product available on the property where the sign is displayed or elsewhere.

Sign: animated. A sign or display manifesting either kinetic or illusionary motion occasioned by natural, manual, mechanical, electrical, or other means. Animated signs include the following types:

1. **Naturally energized.** Signs whose motion is activated by wind or other atmospheric impingement. Wind-driven signs include flags, banners, pennants, streamers, spinners, metallic disks, or other similar devices designed to move in the wind.
2. **Mechanically energized.** Signs manifesting a repetitious pre-programmed physical movement or rotation in either one or a series of planes activated by means of mechanically based drives. Signs with physically moving components visible from the public right-of-way are not permitted except for those which revolve around a vertical axis at speeds less than seven (7) revolutions per minute.
3. **Electrically energized.** Illuminated signs whose motion or visual impression of motion is activated primarily by electrical means. Electrically energized signs include (but are not limited to) changeable message signs, electronic message signs, and other signs that are animated by means of flashing, scintillating, blinking, or traveling lights.

Sign: area identification. A sign using a single label and/or logo to identify a group of structures or a single structure, such as a residential subdivision, apartment complex, industrial park or shopping center, consisting of a freestanding sign, fence, wall or archway with letters or symbols affixed thereto.

Sign: area of. The area of the largest single face of the sign within a perimeter that forms the outside shape, but excluding the necessary supports or uprights on which the sign may be placed. If the sign consists of more than one section or module, all areas will be totaled. Any irregular shaped sign area shall be computed using the actual sign face surface. In the case of wall signs, the area of copy will be used.

Sign: awning. A sign painted on, or attached flat against the surface of an awning.

Sign: banner. A sign made of fabric or any non rigid material with no enclosing framework.

Sign: billboard. A sign that is designed for changeable copy, so the characters, letters, or illustrations can be changed or rearranged within a fixed sign face which advertises a business, organization, event, person, place or thing not located on the same premise (or property) as the billboard.

Sign: business identification. Any sign that promotes only the name and type of business on the property where the business is located.

Sign: canopy. Any sign attached to or constructed in, on, or under a canopy or marquee.

Sign: changeable message. A sign, or part of a sign, such as a manual, electronic or electric controlled time and temperature sign, message center or reader board, whether electronic, electric, or manual, where copy changes.

Sign: construction. A temporary sign identifying an architect, contractor, subcontractor, and/or material supplier participating in construction on the property on which the sign is located.

Sign: copy. The graphic content of a sign surface in either permanent or removable letter, pictographic, symbolic, or alphabetic form.

Sign: double-faced. A sign with copy on two (2) faces that is back to back, v-shaped, stacked, or side by side.

Sign: electric. Any sign containing internal electrical wiring that is attached or intended to be attached to an electrical energy source.

Sign: electronic message. A changeable message sign whose message is electrically activated, such as with light bulbs or mechanical flip discs.

Sign: freestanding. A sign supported permanently upon the ground and not attached to any building.

Sign: illuminated. A sign with an artificial light source incorporated internally or externally for the purpose of illuminating the sign.

Sign: incidental. A small sign, emblem, or decal informing the public of goods, facilities, or services available on the property; for example, a credit card sign, or a sign indicating hours of business.

Sign: informational. An on-premise sign containing no other message, copy, or advertisement other than providing instruction, direction, or assistance to pedestrians or vehicles. Such signs include parking only and no parking, loading and unloading, self-service, restrooms, telephone, entrances and exits, walkways, or directional arrows and symbols.

Sign: joint. A freestanding sign as defined in this ordinance which uses multiple subunits to identify two (2) or more persons, businesses, or organizations operating on one parcel or contiguous parcels (e.g. shopping center, office complex, etc.). Such sign may include the logo and/or name of persons or businesses included but shall carry no other advertising matter.

Sign: low profile. A sign mounted directly to the ground with a maximum height not to exceed six (6) feet.

Sign: maintenance. The cleaning, painting, repair, or replacement of defective parts of a sign in a manner that does not alter the basic copy, design, or structure of the sign.

Sign: menu board. A drive-up sign that lists items in conjunction with a business serving customers in a car.

Sign: monument. A freestanding sign mounted on a continuous, solid, opaque structural base, which base length is at least sixty (60) percent the length of the sign face and which base depth is not narrower than the structure containing the sign face or twelve (12) inches, whichever is greater.

Sign: neon. A sign where chemically inert gas such as neon is used to illuminate bent glass tubes when electrified.

Sign: nonconforming. A sign that does not meet the provisions of this Ordinance.

Sign: off-premise. A billboard, poster panel, painted bulletin board, or other communicative device that is used to advertise products, goods, services, ideas, or noncommercial speech that is not exclusively related to the parcel or the owner of the parcel on which the sign is located.

Sign: on-premise. Any sign identifying or advertising a business, person, activity, goods, products, or services located on the parcel where the sign is installed and maintained.

Sign: pole (enclosed). A freestanding sign, that is not a low profile sign, supported on the ground by metal or concrete poles, braces, or other supports, unless the support system is enclosed in a decorative material such that the support enclosure has a width that is at least equal to one-half (1/2) the length of the sign face.

Sign: portable. Any sign not permanently attached to the ground or a building and designed to be moved easily.

Sign: projecting. A sign, normally double-faced, which is attached to and projects from a structure of building fascia.

Sign: real estate. A temporary sign advertising the real estate upon which the sign is located as being for rent, lease, or sale.

Sign: roof. A sign erected upon, against, or above a roof.

Sign: sandwich. A hinged or unhinged A-frame portable sign that is generally temporary in nature and placed near a roadway.

Sign: sidewalk. A non-illuminated sign, not permanently affixed to the ground or a building, and is designed to be displayed during the daytime hours for business identification and to advertise the onsite sale of products and services. Sidewalk signs may be of an A-frame design (for example, a sandwich sign) or of another portable sign type that is displayed on the sidewalk or near the business's entrance and complies with the provisions of this Ordinance relating to sidewalk signs.

Sign: swinging. A sign installed on an arm, mast, or spar that is not, in addition, permanently fastened to an adjacent wall or upright pole.

Sign: temporary, off-site. A sign that is installed for a limited time that is used to advertise products, goods, services, ideas, or noncommercial speech that is not exclusively related to the property or the owner of the property on which the sign is located.

Sign: temporary, on-site. A sign installed on the property for a limited time in accordance with the provisions of this Ordinance. For the purpose of this Ordinance, a temporary sign shall not refer to a real estate sign, a political sign, or a sidewalk sign.

Sign: wall. A sign attached to a wall or building, with the face in parallel plane to the plane of the building or wall.

Sign: window. A sign installed on a window for purposes of viewing from outside a building.

Sign contractor. Any person, partnership, or corporation engaged in whole or in part of the erection or maintenance of signs, excluding the business that the sign advertises.

Sign determination: joint. An action by the Plan Commission to provide for the combination of multiple freestanding signs into one multi-part sign structure. Under a Joint Sign Determination, existing and future freestanding signage on said parcels shall be subject to the terms of the Determination.

Sign structure. Any device or material which supports, has supported, or is capable of supporting a sign in a stationary position, including decorative covers.

Sign subunit: joint. That portion of a larger Joint Sign structure dedicated to an individual business or parcel.

Site. The entire area including the legal description of the land on which the activity is proposed or being conducted.

Slope. An incline from the horizontal expressed in an arithmetic ratio of horizontal magnitude to vertical magnitude. (Example: 3:1 slope is 3 feet horizontal and 1 foot vertical.)

Sorority. See *Fraternity/sorority*.

Sport court. An outdoor play surface intended for use in sports. This term includes outdoor tennis courts, basketball courts, volleyball courts, and similar uses.

Standard Industrial Classifications (SIC). The SIC Group is no longer in use. See *NAICS Group*.

Standard: performance. A criterion established in the interest of protecting the public health and safety for the control of noise, odor, smoke, noxious gases, and other objectionable or dangerous elements generated by and inherent in or incidental to land use.

Standard. Something set up and established by authority as a rule for the measure of quantity, weight, extent, value, or quality.

State. The State of Wisconsin.

Stop work order. An order issued by the Building Inspector or their Designated Authorized Agent that requires all construction activity on the site be stopped.

Storage canopy. A shelter for outdoor storage having a frame made of metal, plastic or combination thereof, having fabric or plastic roof and walls, and not attached to any structure, building, fence or anything permanently located on the ground.

Storm water management plan. A comprehensive plan designed to reduce the discharge of pollutants from storm water after the site has undergone final stabilization following completion of the construction activity.

Storm water management system plan. A comprehensive plan designed to reduce the discharge of runoff and pollutants from hydrologic units on a regional or municipal scale.

Stories above grade. That portion of a building included between the surface of any floor and the surface of the floor directly above it, or if there is no floor above, then space between the surface of such floor and the ceiling or roof above it. A basement shall only be considered a story above grade if the finished surface of the floor above the basement is: 1) more than six (6) feet above grade plane; 2) more than six (6) feet above the finished grade level for more than fifty (50) percent of the building perimeter; or 3) more than twelve (12) feet above the finished ground level at any point.

Street. A public right-of-way, approved and accepted by public authority, that provides a primary means of public access to abutting property. The term "street" shall include avenue, drive, circle, road, parkway, boulevard, highway, thoroughfare or any other similar term.

Street: arterial. A major carrier of traffic within the City.

Street: collector. A street that serves as a connection between an arterial street and local, residential, or minor streets. The term may include the principal entrance into a residential development and streets for major circulation within such development.

Street: deteriorated existing bituminous or concrete surfaced. Street opened to travel prior to January 1, 1985, where the surface has deteriorated to a stage requiring new construction.

Street: existing. Street or highway open to travel prior to January 1, 1985.

Street: marginal access. A street or service road parallel to and adjacent to an arterial street that provides access from the arterial street to abutting properties.

Street: new. Street or highway not open to travel prior to January 1, 1985.

Street: private. A purported street, way, or strip of land reserved for the use of a limited number of persons or purposes as distinguished from a publicly dedicated street.

Street: residential. A street that provides access to individual parcels.

Street: surfaced. A street or highway with existing bituminous or concrete pavement surfacing.

Structure. That which is built or constructed, including, without limitation because of enumeration, buildings, fences, pergolas and arbors, canopies, signs, billboards, satellite dishes, fire escapes, chute escapes, railings, water tanks, towers, open-grade steps, sidewalks, stairways, tents and anything erected and framed of component parts which is fastened, anchored or rests on a permanent foundation or on the ground, including a mobile home, manufactured home, modular home or travel trailer.

Subdivider. Any person, corporation, partnership, association, individual, firm, trust, or agent dividing or proposing to divide land.

Subdivision. As defined in Chapter 236, Wisconsin Statutes.

Substantially complete. The date at which the work or building project, or a designated portion of the work or building project thereof is sufficiently complete, in accordance with the construction contract documents, so that the owner may use or occupy the work or building project or designated portion thereof for the intended use for which it is originally designed and intended for. Partial use or occupancy shall not necessarily result in the project being deemed substantially complete and shall not be evidence of substantial completion.

Super-majority vote. A vote of three fourths ($\frac{3}{4}$) or greater of the entire membership of the voting body.

Supplied. Installed, furnished, or provided by the owner or operator.

Supply pantry. A distribution center for food, clothing and other essential items to persons at no charge or for less than fair market value where no on-premise consumption of the items occurs. A supply pantry does not include *Retail Establishment: Used Merchandise Stores* as elsewhere defined.

Sustainability. Meeting the needs of the present without compromising the ability of future generations to meet their own needs. (Brundtland Commission, 1987)

Swimming pool. An above or below ground tank or container intended for swimming, wading, or sitting in. For the purpose of this Ordinance, a swimming pool shall mean any pool, hot tub, or similar device, with a water depth of more than twenty-four (24) inches at any point and a water surface area of more than one hundred fifteen (115) square feet.

T

Tavern. An establishment providing alcohol beverages by the drink to the public, where food or packaged alcohol beverages may be served or sold only as accessory to the primary use. This term does not include an assembly hall or a recreation facility.

Technical standard. A document that specifies design, predicted performance, and operation and maintenance specifications for a material, device, or method.

Temporary construction building. A temporary office, including a manufactured building, used onsite for management of a construction project.

Temporary real estate sales office. A temporary office, including a manufactured building, for marketing, sales, or rental of residential, commercial, or industrial development for a specified period.

Terminal: freight, commercial. A facility for truck, air, or railway freight service and operations, including but not limited to pickup, sorting, preparing, packaging, crating, terminal and facility operations, line-haul loading and unloading, scaling, and delivery. This term includes the onsite storage of materials, trucks and semi-trailers and the installation of a scale. Industrial freight terminals include but are not limited to grain/farm, food, garbage, recyclables, forestry products, hazardous materials, machinery, equipment and vehicles.

Terminal: freight, local. A facility for local freight service and operations, including, but not limited to local pickup, local storing and terminal operations, line-haul loading and unloading, destination sorting and terminal operations, and local delivery. This term includes the temporary onsite storage of trucks and semi-trailers outdoors. Local freight terminals include but are not limited to postal, people, linen, and furniture.

Terminal: ship. A facility for the docking, loading, or unloading of ships, barges, or boats, that primarily transport freight.

Theater. An establishment for presenting motion pictures or live performances for observation by patrons. This term includes a movie theater, an outdoor stage, band shell, or amphitheater, but does not include an adult entertainment establishment.

Through lot. See *Lot: through*.

Title loan agency. An establishment providing loans to individuals in exchange for receiving title to the borrower's motor vehicles as collateral.

Tool and equipment rental facility. An establishment providing the rental of tools, lawn and garden equipment, party supplies, and similar goods and equipment, including storage and incidental maintenance. This term does not include a motor vehicle rental facility.

Top of the channel. An edge, or point on the landscape, landward from the ordinary high water mark of a surface water of the state, where the slope of the land begins to be less than twelve (12) percent continually for at least fifty (50) feet. If the slope of the land is twelve (12) percent or less continually for the initial fifty (50) feet, landward from the ordinary high water mark, the top of the channel is the ordinary high water mark.

Tourist home. A rooming house operated in conjunction with a bed and breakfast establishment licensed under Chapter HSS 197 of the Wisconsin Administrative Code that is located at its nearest point no more than one hundred (100) feet away from the building housing the bed and breakfast or on the same parcel.

Tower. Any pole, spire, structure, or combination thereof, to which an antenna could be attached, or which is designed for an antenna to be attached, and all supporting lines, cables, wires, and braces.

Traditional neighborhood design. A comprehensive planning system that includes a variety of housing types and land uses in a defined area and permits educational facilities, civic buildings and commercial establishments to be located within walking distance of private homes. The design is served by a network of paths, streets and lanes suitable for pedestrians as well as vehicles, where public and private spaces have equal importance, creating a balanced community.

Transitional living facility. See *Rehabilitation center*.

Tree. Any object of natural growth, except farm crops that are cut at least once a year, and except shrubs, bushes, or plants that do not grow to a height of more than twenty (20) feet.

Tree: significant. Trees that are in good health, on the City of Ashland's preferred species list, and meet the following minimum sizes. Deciduous trees that are a minimum of one and one-half (1-1/2) caliper inches, measured at four and one-half (4-1/2) feet above the root collar, and Coniferous trees or multi-trunk deciduous trees that measure at least six (6) feet in height.

Turf-grass. Grass commonly used in regularly cut lawns or play areas such as, but not limited to, blue grass, fescue, and rye grass blends.

Two-family dwelling. See *Dwelling: two-family (duplex)*.

Twin home. See *Dwelling: twin home*.

Type II distribution. A rainfall type curve as established in the *United States Department of Agriculture, Soil Conservation Service, Technical Paper 149*, published in 1973, the Type II curve is applicable to all of Wisconsin and represents the most intense storm pattern.

U

Underlying zone. The zoning district classification within an overlay district determining requirements including, but not limited to permitted, conditional, and prohibited uses.

Uniformity ratio. The ratio between the average illumination and the minimum illumination as determined by measurements taken on a four (4) foot grid throughout the area to be lighted.

Use. The purpose for which land or a building or structure is arranged, designed, or intended or for which either land or a building or structure is, or may be, occupied or maintained.

Use, principal. The main use to which a parcel is devoted and the main purpose for which the property exists.

Use, accessory. See: *Accessory use*.

Utility facilities. Utility equipment including, but not limited to, electric utility substations, water reservoirs, water treatment plants, sewer treatment plans, transformer stations, booster stations, transmitters, and other comparable utility facilities.

V

Variance. A variance is a relaxation of the terms of this Ordinance where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of the Ordinance would result in unnecessary and undue hardship.

Variance: area. A variance from the provisions of this Ordinance governing area, setbacks, frontage, bulk, density, and similar requirements.

Variance: use. A variance from the provisions of this Ordinance governing a permitted, conditional, and accessory uses.

Vehicle. A machine propelled by power, other than human power and designed to travel along the ground, air or water by use of wheels, treads, runners or slides and used to transport persons or property or to pull machinery, including, without limitation because of enumeration, automobiles, trucks, trailers, motor homes, motorcycles, tractors, buggies, wagons, boats and aircraft.

Vehicle sales and/or rental. Any property or structures used for the display, sale and/or rental of vehicles, implements, trailers or recreational vehicles in operable condition.

Vehicle repair and/or service. An establishment providing the repair or servicing of vehicles, including the sale, installation, and servicing of related equipment and parts, where all such work is performed within an enclosed building. This term includes, but is not limited to, the repair or servicing of batteries, tires, mufflers, brakes, shocks, transmissions, or engines, and it includes paint and body work. This term includes, but is not limited to, an auto repair shop, auto body shop, wheel and brake shop, or tire sales and installation shop.

Ventilation. The natural or mechanical process of supplying conditioned or unconditioned air to, or removing such air from, any space.

Veterinary clinic: large animal. An establishment providing medical and surgical treatment of all domestic animals (including dogs and cats) and all farm animals (including horses, cattle, and hogs), including grooming and boarding for not more than thirty (30) days if incidental to the medical care. This term includes an animal crematorium.

Veterinary clinic: small animal. An establishment providing medical and surgical treatment of household animals including dogs, cats, birds, and similar animals. Large farm animals including cattle, horses, hogs, and similar animals shall not be treated at a small animal veterinary clinic. This term includes grooming and boarding for not more than thirty (30) days (if incidental to the medical care) and an animal crematorium.

Visual screen. A permanent fence or wall that permits no view into the area to be screened; or plantings or vegetation that permit no view into the area to be screened and that admit a maximum penetration of light through no more than an evenly distributed twenty five (25) percent of their vertical surface during any season of the year.

W

Wall. An upright structure of masonry serving to enclose, divide, or protect an area.

Warehouse: general. A building used primarily for the storage of goods and materials.

Warehouse: self-storage. Warehouses serving primarily the general public with separate access for each storage stall, one-story, less than ten thousand (10,000) square feet per building; total area less than sixty thousand (60,000) square feet.

Waterfront, commercial. Commercial uses that cater to people using the waterfront or commercial uses that have a direct benefit from being located on the waterfront. Examples of waterfront commercial uses may include boat rental, restaurants, conference facilities, and similar uses.

Water-oriented research facility. Research facilities that utilize the waterfront for research purposes.

Waters of the state. Those portions of Lake Superior and Lake Michigan within the boundaries of Wisconsin, and all bays, rivers, streams, ponds, springs, wells, impounding reservoirs, marshes, water

courses, drainage systems, and other surface water and groundwater, natural or artificial, public or private, within the State of Wisconsin or its jurisdiction.

Wetland: highly susceptible. Includes the following types of wetlands: fens, sedge meadows, bogs, low prairies, conifer swamps, shrub swamps, other forested wetlands, fresh wet meadows, shallow marshes, deep marshes, and seasonally flooded basins.

Wetland: less susceptible. Includes degraded wetlands that are dominated by invasive species, such as reed canary grass.

Wholesale and distribution facility. Establishments or places of business primarily engaged in selling merchandise to retailers; to industrial, commercial, institutional, farm, construction contractors, and professional business users; or to other wholesalers, or acting as agents or brokers in buying merchandise for or selling merchandise to such persons or companies.

Wildlife management area. An area specifically managed for wildlife and related uses.

Wind energy facility. Equipment that converts and then stores or transfers energy from wind into usable forms of energy as defined by Section 66.0403(1)(m) of the Wisconsin Statutes. This equipment includes any base, blade, foundation, generator, nacelle, rotor, tower, transformer, vane, wire, inverter, batteries, or other components used in the system.

Wind generator. Blades and associated mechanical and electrical conversion components mounted on top of the tower.

Workmanlike. Executed in a skilled manner; for example, plumb, level, square, in line, undamaged, done without marring adjacent work and done by using materials that match adjacent work.

Y

Yard. All areas of a parcel not covered by a principal building.

Yard: corner side yard. The yard extending from the front yard to the rear yard and lying between an open public right-of-way and the principle structure.

Yard: front. The area extending the full parcel width and situated between the front parcel line and the face of the principal building that is parallel to, or most nearly parallel to, the front parcel line.

Yard: rear. The area extending the full parcel width and situated between the rear parcel line and the face of the principal building that is parallel to, or most nearly parallel to, the rear parcel line.

Yard: side. The area extending between the front yard and the side yard and situated between the side parcel line and the face of the principal building that is parallel, or most nearly parallel to, the side parcel line.

Yard waste. All accumulations of grass or shrubbery cuttings, leaves, tree limbs and other materials accumulated as the result of the care of lawns, shrubbery, vines and trees.

Z

Zoning Board of Appeals. The Zoning Board of Appeals of the City Ashland.

HISTORY

Amended by Ord. [2024-2003](#) on 7/30/2024

Ref: 2026-145

COUNCIL AGENDA: 9.C.
(7/28/2026)

SUBJECT: Appointment of Agent for Alcohol Beverage License and Cigarette, Tobacco, and Electronic Vaping Device Retail License for Krist Oil Company dba Krist Food Mart #65 at 521 Lake Shore Drive East, Ashland; Agent Kristie Starr-Hoffman (*Clerk*) Voice

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Background check

EXHIBITS:

1. AB-100 Individual Questionnaire - redacted
2. AB-101 Appointment of Agent - redacted

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH CHAPTER 51: The Mayor and/or Clerk has consented to placement of this agenda item on the Council agenda as timely action is needed.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

The previous store manager of Krist Food Mart #65 has left the company, requiring appointing a new agent for the alcohol and tobacco licenses.

Kristie Starr-Hoffman has been promoted to store manager, and is applying as the agent for the store's licensure.

Alcohol Beverage
Individual QuestionnaireDate
06/25/2026

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (Individual name if sole proprietor)			
Krist Oil Company			
2. Business Trade Name or DBA			
Krist Food Mart #65			
3. Entity Type (check one)			
☐ Sole Proprietor	☐ Partnership	☐ Limited Liability Company	☒ Corporation ☐ Nonprofit Organization

Part B: Individual Information

1. Last Name		2. First Name		3. M.I.	
Starr-Hoffman		Kristie		ROSE	
4. Relationship to Business (Title)		5. Email		6. Phone	
Station Manager					
7. Home Address					
612 Saint Claire Street					
8. City		9. State	10. Zip Code	11. Date of Birth	
Ashland		WI	54806		
12. Driver's License/State ID Number			13. Driver's License/State ID State of Issuance		
			WI		

Part C: Address History

1. Do you currently live in Wisconsin?		☒ Yes ☐ No			
If yes, provide the month and year when you permanently moved to Wisconsin		(MM/YYYY)			
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.					
Previous Address 1		City	State	Zip Code	
Lived at present address 5+ years					
Previous Address 2		City	State	Zip Code	
Previous Address 3		City	State	Zip Code	
Previous Address 4		City	State	Zip Code	
Previous Address 5		City	State	Zip Code	
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.					
State	County	State	County	State	County
WI	Ashland				
State	County	State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

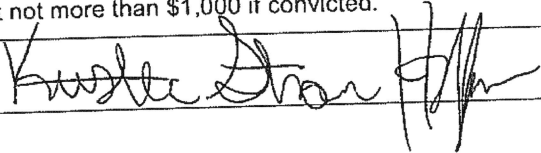
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature



Date

6/30/26

Agent Type (check one)

- ☐ Original (no fee) ☒ Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Krist Oil Company

2. Business Trade Name or DBA

Krist Food Mart #65

3. Entity Type (check one)

- ☐ Limited Liability Company ☒ Corporation ☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- ☒ Municipal Retail License ☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Rikki White is no longer with the company. Kristie Rose Starr-Hoffman is now the store manager.

Part B: Agent Information

1. Last Name

Starr-Hoffman

2. First Name

Kristie

3. M.I.

ROSE

4. Email

5. Phone

6. Home Address

612 Saint Claire Street

7. City

Ashland

8. State

WI

9. Zip Code

54806

10. Date of Birth

11. Driver's License/State ID Number

12. Driver's License/State ID State of Issuance

WI

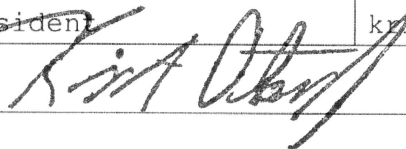
Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? ☒ Yes ☐ No
3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

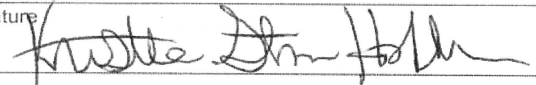
Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Atanasoff	First Name Krist	M.I. D
Title Vice President	Email krist@kristoil.com	Phone (906) 265-6144
Signature 		Date 06/25/26

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Starr-Hoffman	First Name Kristie	M.I. ROSE
Signature 		Date 6/30/26